Arizona Department of Education

Student Accountability Information System

Student Database Transaction Requirements

Transaction Overview Fiscal Year 2010

Version 7.2

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Arizona Department of Education
School Finance Division
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Revisions

Below is an inventory of the revisions made to this document since publication of version 1.0. (The revisions made while this document was in Draft form are not included in this list.) Each time a revision is made the following sections, if included in this document, will also be updated: **Table of Contents, List of Figures, List of Tables, Issues**.

01/22/2010 Version 7.2 **PUBLISHED**

ver	*new information*	*old information*	*source*
7.2	SAIS will only fail for file size exceeding 3MB	SAIS will only fail for file size exceeding 10MB	A. Simpson, IT Operations

11/30/2006 Version 7.1 **PUBLISHED**

ver	*new information*	*old information*	*source*
7.1	**Entire Document** References to infrastructure elements have been removed		CCree
7.1	**Overview** Added reference to Early Childhood transactions in Needs summary.		CCree

08/08/2006 Version 7.0 **PUBLISHED**

ver	*new information*	*old information*	*source*
7.0	**Student Absence** • Annnotated introductory paragraphs to include reference to new rule allowing full-day absence on the first day of school.		M. Cruz, IT Business Analyst Footprints ticket: 33910 C. Cree, IT Business Analyst
7.0	**All Needs** • Added data element – Primary Nighttime Residence – to the Need transaction. • Modified the list of changing elements to include Primary Nighttime Residence • Modified the Element Optionality table to include Primary Nighttime Residence.	Previously did not exist.	J. Whelan, IT Business Analyst Footprints ticket: 34339 C. Cree, IT Business Analyst
7.0	**SPED Needs / Service Participation** • Added data element – Federal Primary Indicator – to the SPED Service Participation transaction. • Modified the list of changing elements to include Funded SPED Service DOR, and Federal Primary Indicator • Modified the Element Optionality table to include Federal Primary Indicator • Modified the Element Optionality table to indicate changes to the SPED Exit Reason Code	Previously did not exist.	J. Whelan, IT Business Analyst Footprints ticket: 34289 C. Cree, IT Business Analyst
7.0	**Early Childhood Program Participation** • Added new transaction information	Previously did not exist.	H. Hugo, Director, RAT Footprints ticket: 30615 C. Cree, IT Business Analyst
7.0	**Early Childhood Preschool Assessment** • Added new transaction information	Previously did not exist.	H. Hugo, Director, RAT Footprints ticket: 30615 C. Cree, IT Business Analyst

12/9/2005 Version 6.7 PUBLISHED

ver	new information	old information	source
6.4	**Absence and Attendance** Removed example of absence calculation based on attendance minutes due to conflicting information in School Finance's *Instructions for Required Reports* documentation.		Katherine vanMourik, School Finance
6.4	**Assessments** SD-TX012-AST-007.1 Added rule - Beginning in FY06, all assessment score elements (Oral, Reading, Writing, and Overall Total Composite Scaled Score) have a code value range of 100-999.	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.4	**Assessments** SD-TX012-AST-007.2 Added rule - To successfully use an Overall Assessment Result code 6 (Continuing FEP), the Overall Assessment score must contain a numeric value of 999.	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.4	**Assessments** SD-TX012-AST-007.3 Added rule - There are additions and changes to required elements for FY06. The Assessment Transaction Element Optionality table identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (Operation Code).	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.4	**Assessments** SD-TX012-AST-007.4 Added rule - The fiscal year identified by the Oral, Reading, and Writing Assessment Dates must be in the same as the fiscal year identified in the header of the file.	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.4	**Assessments** SD-TX012-AST-008.3A.5 Added rule - Only one assessment will be allowed to be recorded in SAIS per student per fiscal year for any individual district or charter holder. Attempts to add an assessment record with a different date from a record that exists on SAIS within the same fiscal year from the same school district or charter will fail on import.	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.4	**Assessments** SD-TX012-AST-008.3A.6 Added rule - If an assessment is submitted by a second district/charter within the same fiscal year as an assessment record that already exists in SAIS, SAIS will accept the transaction and issue a warning to the effect that an assessment already exists in SAIS for the fiscal year.	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.4	**Assessments** SD-TX012-AST-008.3C.6 Added rule - If submitting a Change operation for any sub test or Overall elements, all 3 elements of at least one sub test must be submitted (i.e. Date, Score and Proficiency Level).	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.4	**Initial IEP** SD-TX021-IEP-002.2.1 Added rule - Allow the submission of an Initial IEP transaction where the Initial IEP Date is in the current or current minus one FY. *ERROR: -36007: Initial IEP date must be in the current fiscal year or one prior fiscal year.*	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director

ver	new information	old information	source
6.4	**Initial IEP** SD-TX021-IEP-002.3A.2 Added rule - ESS only needs Initial IEP data for preschool age and younger. This information is not needed for any other grade or age group. *ERROR: -36006: Initial IEP data need only be submitted for PS age and younger students less than 5 years of age by September 1st; {birthdate}*	Previously did not exist	Lynn Busenbark, ESS; Jim Whelan, IT Business Analyst

11/01/2004 Version 4.1 Published

ver	new information	old information	source
4.1	**All Needs** Modified changeable elements for Needs transaction to indicate that exit date is used for Free Lunch and Reduced Price Lunch needs.	Previously specified that only Homebound needs permitted an exit date.	Ticket #24688 Bob Dohm, Tempe RTC; C. Cree, MIS – Business Analysis

08/02/2004 Version 4.0 Published

ver	new information	old information	source
4.0	**Language Participation transaction 13:** Modified description of Need code to read *(LEPS)*	Previously stated *(LEP)*	Jim Whelan, Business Analyst, MIS Roland Ibbetson, MIS QA
4.0	**Student Withdrawal** Added tuition payer code 3 to denote Foreign Exchange student.	Previously did not exist.	Bob Dohm, Tempe RTC; Carol Cree, MIS – Business Analysis
4.0	**Student FTE** Modified dates for membership interval, Student B; and Element Optionality table for New Share End Date.	Previously referenced dates that are statutory holidays, and data element was optional rather than ignored.	Bob Dohm, Tempe RTC; Carol Cree, MIS – Business Analysis
4.0	**Student Grade Transfer** Added tuition payer code 3 to denote Foreign Exchange student	Previously did not exist.	Bob Dohm, Tempe RTC; Carol Cree, MIS – Business Analysis
4.0	**Student Attendance** Attendance time periods section revised to state the rule before the examples.		Bob Dohm, Tempe RTC; Carol Cree, MIS – Business Analysis
4.0	**Student Summer Withdrawal** Modified content of note for FAQ, Q2 to indicate that assessments can be counted toward activities in a fiscal year other than the one in which the assessment occurs.	Previously not included.	Bob Dohm, Tempe RTC; Carol Cree, MIS – Business Analysis
4.0	**Introduction to Needs** Clarified that language assessments can apply to language activities in the year of the assessment, or the following year.	Previously did not identify the following year applicability.	Bob Dohm, Tempe RTC; Carol Cree, MIS – Business Analysis

3/15/2004 Version 3.1 Published

ver	new information	old information	source
3.1	**Withdrawal Reason Code:** Fixed data type to "C" for code, and length to 3.	erroneously listed as data type "D" and length 10.	Janice McGoldrick, MIS SW Devt Mgr; Ginny Nordstrom, SW Developer; 3-15-2004

ver	new information	old information	source
	Initial IEP: Added note, "*A student may be considered 3 years old if they are within 90 days of their 3rd birthday (ARS § 15-771 G)"*	Note previously did not exist	Lynn Busenbark, Director of Program Support, ESS Jim Whelan, Business Analyst, MIS
	Initial IEP: Modified Initial IEP explanation to state, "This transaction applies to students **BEFORE they receive Special Education services**."	Document previously stated that this transaction applies only to 3 year olds **not yet receiving Special Education services**	Helen Hugo, Student Details Project Manager, MIS Janice McGoldrick, MIS Software Devt Mgr Jim Whelan, Business Analyst, MIS
	Table 6, Personal Information Transaction Element Optionality table: Modified Personal Information Element Optionality chart to indicate that a School Student ID is not required for a Personal Information Change transaction.	Previously indicated that the School Student ID was required for a Personal Information change transaction	Jim Whelan, Business Analyst, MIS
	Table 6, Personal Information Transaction Element Optionality table: Modified PI add and change requirement to state the Capture Date is an ignored field.	Previously listed as a required field	Ticket 15494 Alice Bautista, QA Tester, Ginny Nordstrom, SD Developer Jim Whelan, Business Analyst, MIS

2/16/2004 Version 3.0 published.

ver	new information	old information	source
3	**Fiscal Year 2005 Changes**		Janice McGoldrick, MIS Software Devt Mgr
3	**SAIS in Brief:** • **Development Phases:** Added notation about additions to phase II. • **Development timeline at ADE:** Explained that Phase I went into parallel in FY2002 and into full production in FY2003.	• previously did not mention NCLB requirements being added to SAIS • presented information as though still planned	Janice McGoldrick, MIS Software Devt Mgr
3	**Transaction Overview: Added Student Grade/Age Validations:** Table contains the validation for all students in across all disciplines, for funding purposes.	• previously, age validations were stated separately in ADM and in SPED	Helen Hugo, MIS QA Manager
3	**General Requirements:** • **Fiscal Year:** Added source of ADE's use of FY. • **Activity Codes:** Added note that all Activity Codes are required to be submitted to SAIS in FY2005, even though YEE will be submitted in aggregate for test.	• previously did not explain why ADE used FY, or the FY dates • no explanation was offered, causing confusion when ADE required the YEE aggregated report to be submitted as well as the individual Activity Codes	Janice McGoldrick, MIS Software Devt Mgr
3	**File Header Requirement:** New element added: SMS code	did not exist on the header	Janice McGoldrick, MIS Software Devt Mgr
3	**Whole document:** Removed all references to the concept of **School Membership Share**. This information will be calculated by SAIS based on other submitted information. Elements on transactions changed to empty fields, to be ignored now, to be used in future for a different use. Changed transaction 008 to name "**Student FTE**".	transactions 001, 002, 006, 008, and others included "Share" data Transaction used to be named "**Student FTE and Share**"	Janice McGoldrick, MIS Software Devt Mgr

ver	new information	old information	source
3	**New Transactions:** **020 Community College Classes:** Added due to legislative requirement. **022 Student Test Label:** Added to facilitate analysis of student achievement. **021 Initial IEP:** Added due to legislative requirement.	information was not collected by SAIS	ARS 1042.C; Janice McGoldrick, MIS Software Devt Mgr NCLB, Arizona Learns FAPE; per Lynn Busenbark, ESS; Janice McGoldrick, MIS Software Devt Mgr, ticket 18462
3	**Changes to prior years' data:** Stated that SAIS will accept changes to the 3 prior years of data.	previously stated that SAIS would allow changes only to one previous year	Janice McGoldrick, MIS Software Devt Mgr
3	**Whole document:** Removed the element **Foreign Exchange Indicator**, moved functionality to Tuition Payer, new code value of 3, treated the same as Tuition Payer 2 (non-funding-generating). Elements on transactions changed to empty fields, to be ignored now, to be used in future for a different use.	in transactions 001, 005; previously in separate element; LEA's reported different values, causing funding issues for other LEA's	Janice McGoldrick, MIS Software Devt Mgr
3	**Previous State Code:** improved description to say that this is the state in which the previous school is located.	previous description was awkward	Janice McGoldrick, MIS Software Devt Mgr
3	**Table 1 Enrollment Transaction Element Optionality:** • **State of Birth Code:** footnote reference changed from 4 to 5 • **Foreign Exchange Indicator:** changed to ignored • **School Membership Share:** changed to ignored	• footnote number was missing • had been a required field • had been a required field	Janice McGoldrick, MIS Software Devt Mgr
3	**Student Withdrawal: Withdrawal Reason Codes:** Added explanation, new element onto transaction, new entry in **Changing elements** list, new entry in **Element Optionality** table, new validation.	did not exist	Janice McGoldrick, MIS Software Devt Mgr
3	**Student Personal Information: Changing Elements/Element Optionality:** • Previous State Code applicable only to an "add" operation. • Student ID required • State of Birth Code footnote reference changed from 5 to 6	• previously listed as changeable • previously listed as optional • previous footnote number was omitted in error	Janice McGoldrick, MIS Software Devt Mgr
3	**Student District of Residence Transfer:** Removed reference to **Neighborhood School Indicator**: element removed in a previous version.	neglected to remove the comment after element was removed from transaction	Janice McGoldrick, MIS Software Devt Mgr
3	**Student FTE:** Values for Student Membership FTE, item 4, SAIS will accept an FTE value of 1.0 for an individual membership, added further explanation "resulting in a total FTE of up to 1.25 or even more."	previously stated that SAIS would accept 1.25 for an individual membership	Janice McGoldrick, MIS Software Devt Mgr
3	**Student Attendance: Submitting both absence and attendance:** Added explanation of the circumstances under which attendance CAN or MUST be submitted to SAIS.	did not exist	excerpt of 6/16/2003 Inside SAIS, by request of Nancy Palmer, Phoenix Union HSD; Janice McGoldrick, MIS Software Devt Mgr
3	**Student Summer Withdrawal: Withdrawal Reason Codes:** Added explanation, new element onto transaction, new entry in **Changing elements** list, new entry in **Element Optionality** table, new validation (compare submitted values for a change). Inserted missing tables of allowed code value errors, missing fields.	did not exist	Janice McGoldrick, MIS Software Devt Mgr
3	**Table 1 Need groups, Needs, and Programs/Services:** • **Language need group:** added "funded by" entry: federal titles • **Health need group:** removed need "chronic illness/condition"	• was previously listed as only funded by state aid • not required to be collected by SAIS	Janice McGoldrick, MIS Software Devt Mgr

ver	new information	old information	source
3	**Phase II:** {description of transactions and their usage}**:** • **Support Program Participation Transaction:** Removed usages involving submitting exit information • **Initial IEP Transaction:** new transaction as identified earlier	• Exit information is not relevant to Support Programs. • Initial IEP information not previously collected by SAIS	Jeff Stowe, AAD; Janice McGoldrick, MIS Software Devt Mgr
3	**Whole document:** • Clarified use of exit information (dates, reasons). Relevant to Homebound, Free/Reduced Lunch Eligibility. • Clarified automatic delete of Needs: SAIS will delete the Need when all when programs/services are deleted except for Support Programs … these Needs must be explicitly deleted by the submitter, as funding is generated from some Support-related Needs, not just from their Program Participation.	• previously, documentation said that exits were not relevant anywhere except for Homebound students • previously, documentation said that Need would always be deleted when the last program or service is deleted from SAIS.	Janice McGoldrick, MIS Software Devt Mgr
3	**Student Need:** Added note stating that Free/Reduced Lunch Eligibility must be submitted to SAIS or Title I funding will be withheld.	comment did not previously exist	Nancy Konitzer, ADE AAD (Academic Achievement Dept); Janice McGoldrick, MIS Software Devt Mgr
3	**Student Assessment:** • Added Assessment Rules expanding validations for Assessments. • New element added to transaction: Assessment Score. • Required element changed to optional: Assessment Result Code • Added fiscal year-dependent validations. • 012.3 Step 3: SAIS Database Update: table name corrected to the Assessments tablename	• Rules did not exist; data was previously given only cursory validation • Assessment Score was not collected in SAIS • Assessment Result Code was required • Validation did not consider FY before • mistakenly referred to the Needs table	Irene Moreno, Jeff Stowe, AAD AAD; Janice McGoldrick, MIS Software Devt Mgr
3	**Language Program Participation:** • Added rules section • Added open issue: how to change track mid-year is being redesigned, will be published shortly.	• Rules were not thorough. • Instruction was merely to exit and re-enter the student.	Janice McGoldrick, MIS Software Devt Mgr
3	**SPED Service Participation:** • Added open issue: how to change track mid-year is being redesigned, will be published shortly. • Added note that the "change" operation is not valid for a move between PS and any other grade, with explanation • Added validation for SPED service code / fiscal year, as a new service code is added and others removed for FY2005 • Added note that SPED and membership grades should match (warning FY2005, failures after that). Added the single table of rules for student age validation, that is used in Integrity.	• Instruction was merely to exit and re-enter the student. • previously neglected to state that PS-involved transfers cannot be accomplished with the "change" operation • previously did not validate services by FY • before FY2005 no attempt is made to synchronize SPED and membership grades	Janice McGoldrick, MIS Software Devt Mgr
3	**Support Program Participation:** • Added reference that this is to be used for the programs listed in the Code Values doc, table Support Programs. • Rule 3 and transaction element descriptions: exit date information will be collected starting FY2006. • 015.2A.3 Program: Added note that JOM validation is done in Integrity.	• usage was not explicit • previously stated that Support Program exit date would be collected starting FY2005. • note on JOM did not previously exist	Janice McGoldrick, MIS Software Devt Mgr

ver	new information	old information	source
3	**How To Change Specific SAIS Elements:** • **Absence Reason Code:** must delete and re-add • **added elements for new transaction:** Community College … • **Removed deleted elements:** Foreign Exchange Indicator, School Membership Share • **added new element:** Withdrawal Reason Code • **Added elements for new transaction: In**itial IEP Date, Proposed Service Initiation Date • **Need Exit Date:** explained that it's relevant for Homebound, Free/Reduced Lunch needs only • **SPED Grade:** expanded instructions to handle corrections vs. mid-year changes, and transfers involving PS and not involving PS.	• was listed as changeable • new transaction elements did not previously exist • FX was listed as changeable • new element did not previously exist • new transaction's elements did not previously exist • Need Exit Date previously stated it was relevant only for Homebound • previously implied to use the "change" operation for all SPED Grade changes	Janice McGoldrick, MIS Software Devt Mgr
3	**Issues: Added issues with this document or with the material that remain to be resolved**	previous version listed no open issues	Janice McGoldrick, MIS Software Devt Mgr

8/7/2003 Version 2.4 published

ver	new information	old information	source
2.4	**File Limits:** Removed the file limit stating that SAIS would fail files exceeding 10,000 transactions.	SAIS will only fail for file size exceeding 10MB	Hayford Gyampoh, MIS Director
2.4	**Student Withdrawal:** • Added new explanation that withdrawal date cannot be the last day of school. • Removed Automatic Exit processing. Added note to 003.2A.3 Withdrawal Date stating ADE's recommendation that LEAs proactively remove all events for the same membership but occurring after the submitted withdrawal date; these will be allowed in FY2003-04 but will cause errors in FY2004-05.	• previously did not prevent this illogical condition • previously SAIS automatically exited all events for the membership that occur after a submitted withdrawal date	• Janice McGoldrick, MIS Software Devt Mgr • Helen Hugo, MIS QA Manager 6/16/03; Janice McGoldrick, MIS Software Devt Mgr
2.4	**Support Program Participation**: • **Uses of the Support Program Participation transaction:** Added new section header in the transaction description. Expanded the existing description of the rules and how SAIS will handle the Program / Need relationship. • Update descriptions of the "empty fields" on the transaction; two of these "empty fields" will be changed in FY2004-05 to active fields that will be collected.	• previous explanations were far too brief, causing much confusion • did not state that these fields will be used in the future	recommendations from TUSD; Janice McGoldrick, MIS Software Devt Mgr, 7/28/2003

5/1/2003 Version 2.3 published

ver	new information	old information	source

ver	new information	old information	source
2.3	Entire document: • The additional data being collected in this phase includes support program participation. • Changed all instances of the term "supplementary" programs to "support". • **Support Program Participation:** New transaction added to SAIS. *This transaction was included in this document in versions prior to 2.0, as "Supplementary Program Participation". It was removed for rework, and appears here with fewer data elements being collected than originally envisioned.*	• previously referred to these programs as "supplementary" programs • based on a previously unimplemented transaction	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**General Requirements: Submission File Format Definition: File Limits:** changed file limits to maximum of 10MB and 10,000 transactions	previously presented as a recommended limit of 10,000 transactions	Eric Moyer, SAIS Team Lead
2.3	**Table 1 Need groups, Needs, and Programs/Services:** Updated table to reflect new Needs and Programs for Giftedness and Support Programs.	information did not previously exist: Support Programs first implemented in FY2003-04	Peter Laing, Exceptional Student Services; Cheri Levenson, Student Services; Nancy Konitzer, Academic Support
2.3	**Summary of the student needs-related transactions: Student Need Transaction:** Expanded the description to make it clear that this transaction is only necessary for reporting a student's need that is not associated with a program or service. **Same description added to the chapter describing the Student Need transaction itself.**	previously said it could be used for any need; while true, this is very inefficient in most cases	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**Summary of the student needs-related transactions: Phase II:** Changed wording to show that Support Program Participation is now included in the FY2003-04 SAIS system. Added section to identify what can be done with the transaction.	previously said the transaction was slated for future implementation	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**Student Need:** Added a NOTE to advise that this transaction is not necessary for deleting a student's need after deleting all related programs or services, because SAIS will automatically remove it.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**Student Assessment:** Added a NOTE to advise that assessments should be reported in the fiscal year in which the assessment was performed.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**Language Program Participation, SPED Service Participation:** Added a NOTE to advise that a Student Need delete transaction is not necessary for deleting a student's need after deleting all related programs or services, because SAIS will automatically remove it.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**SPED Service Participation, Transaction elements: SPED Grade:** Expanded the description to state that the SPED grade should match the Membership grade.	previously stated that the grade was the level of the SPED services provided	Janice McGoldrick, MIS Software Development Mgr
2.3	**SPED Service DOR Transfer transaction:** Changed "DOR" to "SPED DOR" throughout the transaction description.	previously often referred to DOR or to Funded DOR, causing confusion with the Membership DOR	Helen Hugo, MIS QA
2.3	**How to Change Specific SAIS Elements:** • Assessment Date can only be changed with a Student Assessment "delete" operation followed by an "add" operation. • Added "change" instructions for Support Programs.	• previously the table stated that it could be changed with a "change" operation • did not previously exist	• Buell Brown, MIS QA analyst, Janice McGoldrick, MIS Software Dev't Mgr; ticket 13614 • Janice McGoldrick

10/01/2002 Version 2.2 published

ver	new information	old information	source

ver	new information	old information	source
2.2	**File Header:** Added optional field **Reporting Unit** to the file header.		Juan Reza, MIS Developer; Janice McGoldrick, MIS Project Management Office

9/11/2002 Version 2.1 published

ver	new information	old information	source
2.1	Changing code field optionality table: **Country/State of Birth:** Corrected optionality table to reference footnote 4 since that verbiage also applies to these fields.	previous versions did not correctly display country/state of birth code fields in optionality table for ancillary enrollment.	Charity Torrez, MIS Technical Writer; Janice McGoldrick, MIS Project Management Office

6/24/2002 Version 2.0 published

ver	new information	old information	source
2.0	**About This Document:** Synchronized chapter to match other SAIS documents.	contact information, update notification were outdated	Janice McGoldrick, MIS Project Management Office
2.0	**All transactions:** Synchronized all information to match Membership and Needs requirements documents. Removed Supplementary	see detailed revision notes in the Membership and Needs requriements documents, named here in chapter **Document Purpose**	Janice McGoldrick, MIS Project Management Office

7/5/2001 Version 1.5 published

ver	new information	old information	source
1.5	**Revisions:** Explained the contents of this chapter; used standard SAIS wording.	previous content matched the standard but the wording did not	Janice McGoldrick, SAIS Requirements Lead
1.5	**Revisions:** Converted text descriptions of revisions into standard SAIS Revisions table format.	previous content and wording matched the standard but not the format	Janice McGoldrick, SAIS Requirements Lead
1.5	All needs-related transactions updated to match detailed requirements documents of 6/29/2001, **SAIS Student Database Transaction Requirements: Needs** version 1.2.	previously matched Membership transactions, version 1.1	Janice McGoldrick, SAIS Requirements Lead

6/6/01 Version 1.4 published

NOTE: Needs-related transactions were not updated in this version.

ver	new information	old information	source
1.4	All membership-related transactions updated to match detailed requirements documents of 6/6/2001, **SAIS Student Database Transaction Requirements: Membership** version 1.3.	previously matched Membership transactions, version 1.2	Janice McGoldrick, SAIS Requirements Lead

2/1/01 Version 1.3 published

ver	new information	old information	source

ver	new information	old information	source
1.3	All transaction layouts, Changeable Elements sections, and Element Optionality sections updated to match detailed requirements documents of 2-1-2001 (**SAIS Student Database Transaction Requirements: Membership** and **SAIS Student Database Transaction Requirements: Needs**).	previously matched older version	Janice McGoldrick, SAIS Requirements Lead

1/19/01 Version 1.2 published

ver	new information	old information	source
1.2	**Change Management:** added link to **Transaction Requirements: Code Values** Document.		Janice McGoldrick, SAIS Requirements Lead
1.2	**Throughout document**: changed reference from **"See Code Values"** to **"See Transaction Requirements: Code Values"**	previously referred to incomplete document name	Janice McGoldrick, SAIS Requirements Lead
1.2	**Student Needs and Participation in Programs/Services:** removed paragraph under Student Assessment Transaction and edited other statements discussing functionality for assessments being imbedded in English Acquisition Program Participation.		Janice McGoldrick, SAIS Requirements Lead
1.2	**Limited English Proficiency Need, Assessment and Participation in English Acquisition programs** – this introductory section has been modified extensively to remove the relationships between the three transactions (Student Need, Student Assessment and English Acquisition Program Participation). This includes (but is not limited to) the following changes: **1.** Added paragraph stating that there is no direct relationship between the transactions. **2.** Changed Proposition 203 to ARS §15-751.1 **3.** Removed figure 1 and Table 5 along with associated text.		Janice McGoldrick, SAIS Requirements Lead
1.2	**English Acquisition Program Participation** – deleted most of introductory information discussing relationship between dates and transactions. The LEP integrity will still need to be addressed as part of the process.		Janice McGoldrick, SAIS Requirements Lead
1.2	**English Acquisition Program Participation: Changing Elements** – removed reference to Assessment Result Code and Need Exit Date.		Janice McGoldrick, SAIS Requirements Lead

12/11/00 Version 1.1 published

ver	new information	old information	source
1.1	**All transactions:** Included new data element names and descriptions to match the **Transaction Requirements: Membership** document, which was updated following working sessions with districts in the NCS user groups. Updated the common element names and descriptions to the Needs-related transactions.		Janice McGoldrick, SAIS Requirements Lead
1.1	**SAIS in Brief:** Added new chapter describing SAIS, the Student Database System, and the SAIS implementation schedule.		Janice McGoldrick, SAIS Requirements Lead
1.1	**Supplementary Program Participation:** Included explanation of phased implementation of SAIS and this transaction's being included in Phase II.		Janice McGoldrick, SAIS Requirements Lead

11/15/00 Version 1.0 published
7/19/00 First Draft published

Document Purpose

This document contains an overview of the transactions in the Arizona Department of Education's Student Accountability Information System. This overview consists of explanatory notes, transaction layouts, and element optionality settings.

For detailed specifications of the validations ADE performs on the submitted data, see the full documentation, separated by the general areas of business:

- **Student Database Transaction Requirements: Needs; Assessment; Program/Service Participation, IEP, Preschool Programs**.
- **Student Database Transaction Requirements: Membership**.

About This Document

Author

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Contacts

For comments, corrections, or other information about this document, contact the ADE MIS Department at ADEsupport@ade.az.gov. Please provide the following information:

- In the "Subject" line of the email, type "ADE MIS document inquiry."
- In the body of the email:
  - the system name and document name (from the document's header)
  - the document's last updated date (from the document's footer)
  - the purpose of your inquiry
  - your identifying information:
    - your name
    - your district name and CTD, or school name and CTDS, or your company name
    - your contact email address (because the email will be forwarded when it reaches ADE)

Document References

The SAIS system is described in detail on ADE's main SAIS website, at http://www.ade.state.az.us/sais/.

Other related information, including those items referred to in this document, can be found at another ADE website at http://www.ade.state.az.us/sais/saisdbdocs.asp.

Document Distribution / Postings

Notification of updates to this document should be made to the following:

- all Student Management System vendors participating in the SAIS project
- all Arizona school district MIS contacts
- all RTCs

This updated document should be posted on ADE's SAIS Design/Requirements Documents website: (http://www.ade.state.az.us/sais/saisdbdocs.asp).

Document Filename

This document is stored at ADE with the filename SAIS Transaction Overview.doc.

SAIS In Brief

SAIS Scope

The Student Accountability Information System project was entrusted to provide new system solutions to state and federal funding and reporting. The project comprised the following functional areas.

- Budgets and Financial Reporting
- Student Counts - aggregate student data
- State Aid/Payments
- Local Education Agencies (LEA's) Data (school districts, schools)
- Student Detail Data - individual student records

SAIS is a core system to which the following ADE functions have been or will be linked: Student Services, School-to-Work, Exceptional Education Vouchers, Student Achievement, GED, Grants, and Teacher Certification.

Hence SAIS developed a consistent enterprise-wide customer database, where the term "customer" refers to LEA's and to any other entity that receives services from ADE.

As of December 1999 all of the system components of the first four areas were implemented. From July 1999 state aid payments have been determined by the new systems. All ADE reports for LEA's are posted on the ADE web site.

The fifth area - Student Detail Data - represents the adoption of a new approach to student information accountability. Rather than collecting numerous student counts, the intention is to collect, as events occur, the source data: individual student records reflecting specific events in the students' relationship with the school (e.g., beginning a membership, absence, withdrawal from a membership). The new approach has become law with the approval of proposition 301 in November 2000, effective July 1, 2001.

The Student Database System

Purpose

The Student Database System is designed to electronically receive student level data from local school/district databases in a periodic process (as often as daily), in order to provide the following capabilities.

- Consistent and accurate calculations of student counts for funding, generated by one system for all schools
- Planning and policy analysis for both ADE (e.g., student mobility)
- Support academic achievement research

The submission of student level data will replace the current submission of various aggregate student counts reports by the school districts/charter schools. This would save them a great deal of work.

Collection of individual student data is a growing trend among state education agencies, as they expand research and analysis engagements to improve the education system.

Development Phases

The development of the Student Database System is organized in several phases. The first phase is focused on state funding and reporting requirements and on integration of achievement data in the system. The second phase will be focused on federal and state block grant funding and reporting. Enhancements to the second phase will incorporate further elements related to achievement and other advanced requirements such as those specified in the federal No Child Left Behind act.

Phase I

Data Content

The data to be collected about a student is driven by funding and reporting requirements imposed by the state and federal governments. The data includes student identification and demographics, district of residence, school membership (beginning a membership, withdrawal from a membership), grade membership, absence, student needs (e.g., a disability or a language need), assessments, and participation in programs/services (e.g., language programs or special education services).

Student achievement data (Stanford 9 and AIMS) is received and maintained at ADE. This data will become an integral part of the Student Database.

Data Submission

- Electronic data exchange between student management systems at the schools and the ADE database system.
- Local school database systems will need to be enhanced to perform the functions of extraction, formatting and encryption of the relevant data, submission of the data file via the Internet, saving the extracted data file locally until confirmation is received from the ADE system, accepting files from the ADE system.
- The software vendors will do the enhancements.

Data Security and Confidentiality

- Student data will not be published, nor will ADE staff update it.
- Data will be encrypted prior to submission.
- Every reporting school/district will assign an authorized person to handle submission and error correction.
- ADE will abide by FERPA regulations.

Development timeline at ADE

Phase I was put into production for parallel operation with existing systems in the 2001-02 fiscal year.

Phase II

A firm deadline for implementation of Phase II has not been determined. When the deadline has been identified, the development timeline will be announced using the procedures outlined in the **Document Distribution / Postings** section of the earlier chapter titled **About This Document**. The initial step in this phase is to collect data about the support program participation; this is being implemented for the Fall 2003 school year.

Data content

The additional data to be collected at this phase includes support program participation (previously called "supplementary" programs/services) established by school districts/charter schools using federal or state grants, and student participation in these programs.

Data Submission

Submission of support program participation will be performed the same way all other membership and needs-related information is submitted to SAIS today.

In a future addition to Phase II, to enable submission of student participation in other supplementary and support programs/services, enhancements must be applied to the ADE Grants System and LEAs' Student Management Systems. At ADE the Grants System needs to capture the descriptive features of the programs/projects LEAs apply for, currently submitted and maintained on paper. At LEAs, the program/service with its grant ID and participating students, need to be maintained in the local Student Management System. Once maintained locally, student participation data can be extracted and submitted like other data transactions.

Transaction Overview

This document is a synopsis of the various SAIS transactions which the districts and LEA's will use to submit data to ADE. A chapter is dedicated to each transaction, and contains a description of the transaction purpose, relevant points of interest, how the transaction is intended to be used, and a field-level definition of the transaction elements.

Processing Methodology

SAIS's processing methodology and rules are not included in this document. For specific technical processing, verification, and validation details, see the various Transaction Requirements documents, which are organized by subject matter:

- Transaction Requirements: Membership
- Transaction Requirements: Needs
- Transaction Requirements: Integrity Checking Processes
- Transaction Requirements: System Messages
- Transaction Requirements: Code Values

Fiscal Year

"Fiscal year" is used throughout SAIS. The state fiscal year is defined in ARS § 101.10 as July 1 through June 30. ADE and SAIS operate on the state fiscal year because ADE is a state agency. Arizona statute states rules and operating requirements in terms of fiscal year.

The term "school year" is used rarely in the SAIS system and its rules. The term "school year" refers specifically to the regularly scheduled instructional year (it does not include summer school). LEA's and schools throughout Arizona have widely varying start and end dates, in some rare cases even spanning more than one fiscal year.

Activity Codes

Note that all **Activity Codes** must be submitted to SAIS in FY2005. ADE will conduct an additional year of parallel testing of the Year End Enrollment report to verify that submitted activity codes match aggregated Year End Enrollment figures, but keep in mind that failure to submit all required Activity Codes negatively affects AYP.

Student Grade/Age Validations

Beginning in FY05, SAIS will perform the same age/grade validations for all students, regardless of the subject area (regular instruction, special education, language, support programs, etc.). The following table depicts those validations.

AGE VALIDATIONS FOR FUNDING PURPOSES		
Grade/Age	Age Validation	Stipulations
PS – enter*	Must be within 90 days of his/her third birthday (ARS § 15-771 G) ***NOTE:*** **SPED Federal Funding** Student will only be included in the Dec 1 Federal Count if he/she has reached the age of 3 by Dec 1. (34 CFR § 300.701.)	• **Membership (ADM)** Must have an active Sped Program Service with one or more of HI, VI, PSD, PSL, and PMD at some point during the school year. • **Membership (ADM)** Student can be enrolled prior to 90 days before his/her 3rd birthday, but will not generate ADM funding until he/she is within 90 days of his/her third birthday. • **SPED** Can only be entered in a SPED program when the student reaches this age
PS – exit*	Must be less than 5 years old before Sept. 1st (ARS § 15-821.C/ARS § 15-771.G)	• Cannot be in PS if turns 5 years old before Sept. 1st
KG	Must be 5 years old by Jan. 1st (ARS § 15-821.C)	
UE	Must be 5 years old by Jan. 1st ADM funding stops the day student turns 22 years old (ARS § 15-821.C and ARS § 15-901.A 2. (b) (i))	• If student is KG age, he/she must have a Group B SPED service for each day of UE membership (A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR or VI) • Starting in FY 2006, UE can only be reported for a KG age student who has a valid Group B SPED service.
1st through 12th Grade and US	Must be 6 years old by Jan. 1st ADM funding stops the day student turns 22 years old (ARS § 15-821.C)	• Starting in FY 2006, US is no longer a valid grade code.

* Charter Schools cannot claim ADM or SPED for PS students

* Preschool students are not eligible for participation in Language Programs

* 'by' includes the designated date (eg. by Jan 1st includes Jan 1st)

Submission File Format Definition

General Definitions

The file that contains detail transactions shall be referred to as **Student Data File**.

Files are submitted via one of two methods. The first method is via the web page. The web page knows the submitting LEA's Entity ID and places any submitted files into a specific directory which is named for that Entity ID. The second method is similar, but occurs through a utility to be used inside a local LEA SAIS interface.

File Naming Requirements

File naming requirements includes several terms: **filename string** is the complete name of the submitted file. It includes two portions: the **filename** and the **extension**. The last period (.) in the **filename string** separates these two portions.

The **filename string**:

- may only contain the following Permitted Characters: ASCII Characters code 33,35-37, 40-41, 43, 45, 46, 48-57, 65-90, 97-122, 123,125-126.

The **filename** is the portion to the left side of the final period (.) in the **filename string**.

- It must be less than or equal to 126 characters in length.
- It includes everything to the left side of the final “period” in the string, including any periods and what follows them.
- It must be guaranteed by the LEA to be unique.
- Some suggestions for achieving this uniqueness:
  - include Date/Time in the filename;
  - include system-generated sequence numbers in the filename.
- A suggestion to improve file maintenance:
  - include CTDS somewhere in the filename. For districts, CTDS is CTD + 000 for school.

The **extension** is the portion to the right of the last period in the **filename string**.

- It has a set value. It must be the three characters **SDF**.
- It is case insensitive. Uppercase and lowercase characters, or a combination of both, are permissible. In other words, while "SDF", "sdf", and "sDf" are some of the many acceptable versions of **extension**, each will be evaluated the same by SAIS.

Examples of allowable filename strings

- *Containing CTD, date, time, and extension:*

  010520_1999-08-12_131535.SDF

- *Containing extension, guaranteed to be unique relative to all other submissions, past and future:*

  Hi there - this is a file.sdf

- *Typical DOS output in 8.3 format, uses system sequence numbers:*

  00001232.SDF

  1232.sdf

Internal File Structure Definition: Delimiters & Data Types

The letters enclosed in parentheses in the *data type* column are used in transaction descriptions throughout this document.

Token	*data type*	*format*	*delimiter*	*description*
transaction / record	n/a	n/a	ASCII(0d13) ASCII(0d10)	carriage-return followed by a line-feed (on same line)
Field	n/a	n/a	,	a single comma at the end of a field
(field)	code (C)	A or N	{}	alphanumeric or integer value, depending upon the individual code; enclosed within curly braces
(field)	date (D)	CCYY/MM/DD	##	century, year, month, day – separated by forward slashes; enclosed with pound symbols
(field)	integer (I)	-N	none required	This number may NOT contain a decimal point. A minus preceding the number signifies a negative value.
(field)	logical / Boolean (L)	0 OR 1	none required	must be zero (no, false, off) or one (yes, true, on)
(field)	real (R)	-N.N	none required	This number MUST contain a decimal point. Pad with at least a single zero to the right of the decimal point. A minus preceding the number signifies a negative value.
(field)	string / character (S)	A	""	string containing alphanumeric and special characters; enclosed within double quotation marks
(field)	time (T)	HH:MM:SS**:FS**	##	hour, minute, second, fraction of a second – separated by colons; enclosed with pound symbols. NOTE: fraction of a second (:FS) is optional.

File Header Requirement

Should conform to the delimiter requirements above and contain the following elements *in the following order*.

order	data type	content	optionality
1	string	the letter **H**, by itself	required
2	string	hard-coded file identifier string: **Student Detail**	required
3	string	the LEA identifier	required
4	integer	LEA file sequence number • between 1 and 2,147,483,647 *file sequence number MUST begin with 1* • this will allow a single daily submission to be generated for 11,767,033 years.	required
5	date	date 1	optional
6	time	time 1	optional
7	date	date 2	optional
8	time	time 2	optional
9	date	date 3	optional
10	time	time 3	optional
11	integer	fiscal year	required
12	string	reporting unit	optional
13	code	student management system (see the Code Values document for the code value associated with each individual SMS product)	required

Sample file header

The following header would appear on a single line at the top of the submitted file.

> "H", "Student Detail", "010203000", 006, #1999/08/01#, #00:00:01#, #1999/08/31#, #23:59:59#, #1999/09/10#, #06:15:00#,2000,"unit 1",{1}

This would describe a file that was generated for the district whose CTD is 010203 (the district-level "school" identifier is 000). The sequence number is 006, and the zeros are not necessary, but are accepted. It shows that the data relates to fiscal year 2000.

The date/time fields are provided for the submitter's benefit; the submitter may utilize these fields any way they see fit. For example, if this submitter defines "date/time 1" and "date/time 2" as the period begin and end when changes contained in this file were accepted into their system and "date/time 3" as when the file was generated, then this file header information indicates that the file includes data changes that occurred anytime during the month of August 1999 (from midnight August first through one second before midnight on August 31); the file was generated on September 10th at 6:15 am. ***No reasonability checks will be done on the "date" or "time" fields in the file header.***

The file would also indicate that the reporting unit "unit 1" inside the LEA is submitting its sequence number 006. This field provides additional functionality for those LEA's that have multiple areas or departments submitting files, and each area requires control over the sequence number. For instance, this field is used by many LEA's to differentiate membership, special education and language reporting units. If a submitter uses reporting units "ADM" and "SPED", ADM will have sequence numbers 1, 2, 3… and SPED its own sequence numbers 1, 2, 3… Otherwise, this field may be omitted.

File Footer Requirement

Should conform to the delimiter requirements above and contain the following elements *in the following order*.

order	data type	content	optionality
1	string	the letter **F**, by itself	required
2	integer	the number of transaction records in the file: includes the header and the footer	required

Sample file footer

The following footer would appear on a single line at the top of the submitted file.

"F", 037

This would describe a file that contains 37 records: one header, one footer, and 35 transaction records.

Case sensitivity

SAIS will change all submitted codes (elements with data type = "C") to uppercase upon processing the submission file. The submitted value of no other elements will be altered. The complete list of elements which are submitted as codes can be found in the document **Student Database Transaction Requirements: Code Values**.

File Limits

SAIS will reject files exceeding the file limit: Maximum file size limit: **3 MB**

Membership

This section defines the following enrollment-related transactions:

- 001 Student Enrollment
- 002 Student Readmission
- 003 Student Withdrawal
- 004 Student Absence
- 005 Student Personal Information
- 006 Student Membership Change
- 007 Student District of Residence Transfer
- 008 Student FTE
- 009 Student Grade Transfer
- 010 Student Payer Factors
- 016 Student Year End Status
- 017 Student Attendance
- 018 Student Summer Withdrawal
- 020 Community College Classes
- 022 Student Test Label

The **Student Enrollment** and **Student Personal Information** transactions are used to add new membership and student information to the Student Database.

Corrections and changes to SAIS elements are accomplished by submitting the corrected or changed information on another transaction. For a list of which transaction is used to change which data element, see the chapter **How to Change Specific SAIS Elements** at the end of this document.

Student Enrollment

In general, schools are expected to admit children who reside in the school district and who meet the requirements for enrollment in one of the grades or programs offered in the school. An enrollment transaction is required for any person that generates state educational funds (whether or not he or she receives instruction in a state school) and who meets age requirements for the grade attended. There are two enrollment transactions, one reflecting the admission of a new student to a school or the continuing enrollment of a student as of the first day of school, and the other reflecting the readmission of a student to a school.

SAIS requires an Enrollment transaction for a student enrolling in a school for the first time and for a student who continues to be enrolled as of the first day of school each fiscal year. The Student ID must be used, in addition to the School Student ID, if the student has previously been assigned an ADE Student identifier. This transaction requires:

- membership information
- personal information
- grade placement information
- previous school information

This transaction may be used to add a student's membership to the SAIS database or to delete a membership that is already on the SAIS database.

> ***Note:*** *Caution should be taken before submitting a delete operation for this transaction. Deleting a membership will cause all information associated with that membership to be deleted: withdrawal information, all FTE information, all absences and attendance, and the grade memberships.*

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 001
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new or continuing membership D = Delete an existing membership
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership. **NOTE: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.**
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary membership for this student *See Code Values – Membership Type*
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration

field name	abbreviated name	length	data type	description
Name Extension on Legal Document	EXTNNM	3	S	Suffix to Student Last Name on Legal Document, e.g., Jr., Sr., III
Nickname Student Goes By	NICKNM	30	S	A familiar form of a name given instead of or in addition to the student's first, middle, and/or last name. This may be the same as First Name on Legal Document.
Last Name Student Goes By	LASTNMGOESBY	40	S	The last name the student goes by. This may be the same as Last Name on Legal Document.
Gender Code	GENDERCD	1	C	Student gender *See Code Values – Gender*
Ethnicity Code	ETHNICCD	3	C	Student ethnic origin *See Code Values – Ethnicity*
Birth Date	DOB	10	D	Student date of birth
Country of Birth Code	CTRYBRTHCD	2	C	Country in which student was born *See Code Values – Country*
State of Birth Code	STATBRTHCD	2	C	State in USA or its territories in which student was born *See Code Values – States*
empty field: formerly Foreign Exchange Indicator: element no longer collected	*empty field: formerly FORGNXCHG*	*1*	*L*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
Normal Graduation Year	NORMGRADYR	4	I	The student's class affiliation, defined by Arizona as 4 years after student's first membership in 9th grade.
Funded District of Residence	DISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code
Home Language Code	HMLANGCD	2	C	The language spoken at home *See Code Values – Home Language*
Responsible Party's First Name on Legal Document	MOMFIRSTNM	30	S	The first name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on a legal document used for registration. This is used for matching purposes only.
Responsible Party's Last Name on Legal Document	MOMLASTNM	40	S	The last name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on a legal document used for registration. This is used for matching purposes only.
Tribal Name	TRIBALNM	20	S	A name borne in common by members of a tribe or clan. This is used only to match a new student to an existing SAIS record.
Enrollment Activity Code	ACTVCD	3	C	Type of membership activity. This is the "E" code. *See Code Values – Activity*
Student Membership FTE	MBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership *See Code Values – Student Membership FTE*
empty field: formerly School Membership Share: element no longer collected	*empty field: formerly MBRSHR*	*4*	*C*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
Special Enrollment Code	SPECENRCD	2	C	Special dispensation granted for a membership (e.g., CEC-B) allowing the student to attend this school, which is outside his normal district of residence *See Code Values – Special Enrollment*

field name	abbreviated name	length	data type	description
Tuition Payer Code	TUITPAYRCD	2	C	Individual or organization responsible for the tuition *See Code Values – Tuition Payer*
empty field (formerly Neighborhood School Indicator: element no longer collected.	*empty field: formerly NEIGHSCHL*	*1*	*L*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
Grade Level Code	GDLVLCD	3	C	The grade to which the student is assigned *See Code Values – Grade*
Concurrent School Entity ID	CNCSCH	9	S	other Arizona school attended by the student concurrently; CTDS code
Concurrent School Student ID	CNCSCHSTUID	12	S	School-generated student identifier assigned by Concurrent School Entity ID
Previous School Entity ID	PREVSCHLID	9	S	School identifier of school attended prior to this school; CTDS code **if** Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.
Previous School Student ID	PREVSTUID	12	S	Student identifier in Previous School Entity ID; School-generated student identifier **if** Previous School Entity ID is Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.
Previous State Code	PREVSTATE	2	C	State in which school attended prior to this school dwells. This information is required only for students who transferred from a school in the United States. *See Code Values - States*
Register ID	REGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The "change" operation is not valid for this transaction.

Element Optionality

This table defines whether each element is optional or required for each combination of Membership Type, and Operation Code, and whether the student is new to SAIS (not all but some E3, E6, E11, and E15 enrollments).

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 1 Enrollment Transaction Element Optionality

element	*add: new student to SAIS, main school*	*add: existing student in SAIS, main school*	*add: new student to SAIS, ancillary school*	*add: existing student in SAIS, ancillary school*	*delete*
Transaction ID	R	R	R	R	R
Vendor Defined Field	X	X	X	X	X
Operation Code	R	R	R	R	R
Entity ID	R	R	R	R	R
School Student ID	R	R	R	R	X
Student ID		R		R	R
First Day of Membership	R	R	R	R	R
Track Number	R	R	R	R	R
Membership Type	R	R	R	R	X
First Name on Legal Document	R	R	R	R	R
Middle Name on Legal Document					
Last Name on Legal Document	R	R	R	R	R
Name Extension on Legal Document					X
Nickname Student Goes By					X
Last Name Student Goes By	R	R	R	R	X
Gender Code	R	R	R	R	X
Ethnicity Code	R	R	R	R	X
Birth Date	R	R	R	R	X
Country of Birth Code	4	4	4	4	X
State of Birth Code	5	5	5	5	X
element no longer collected: Foreign Exchange Indicator	*X*	*X*	*X*	*X*	*X*
Normal Graduation Year	3	3			
Funded District of Residence	R	R	R	R	X
Home Language Code	R	R			X
Responsible Party's First Name on Legal Document	R	R			X
Responsible Party's Last Name on Legal Document	R	R			X
Tribal Name					X
Enrollment Activity Code	R	R	R	R	X

element	*add: new student to SAIS, main school*	*add: existing student in SAIS, main school*	*add: new student to SAIS, ancillary school*	*add: existing student in SAIS, ancillary school*	*delete*
Student Membership FTE	R	R	R	R	X
element no longer collected: School Membership Share	*X*	*X*	*X*	*X*	*X*
Special Enrollment Code	2	2	2	2	X
Tuition Payer Code	R	R	R	R	X
element no longer collected: Neighborhood School Indicator	X	X	X	X	X
Grade Level Code	R	R	R	R	X
Concurrent School Entity ID			R	R	X
Concurrent School Student ID			R	R	X
Previous School Entity ID	1	1	1	1	X
Previous School Student ID					X
Previous State Code					X
Register ID	R	R	R	R	X

1 Previous School Entity ID has predefined code values if the school is an Arizona school.

2 A blank, missing, or null Special Enrollment Code signifies that this is a normal enrollment.

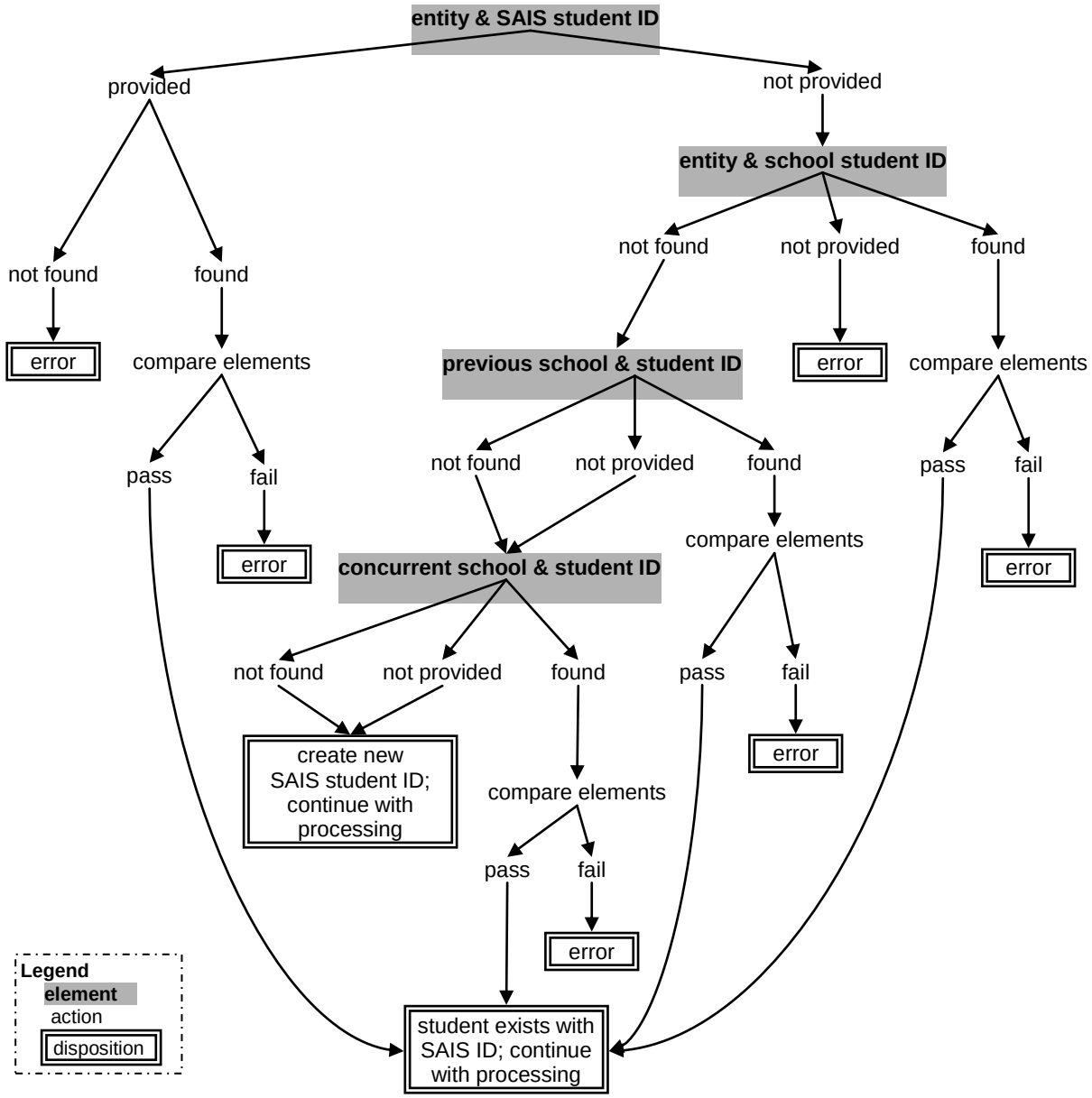
3 Normal Graduation Year is required for all high school students who are not special needs-only students.

*4 Country of Birth Code is always required **except if the country is the USA or one of its territories or holdings** (but the values for the USA or its territories or holdings may be submitted).*

*5 State of Birth Code is always required **if the country is the USA or one of its territories or holdings**. If the country was not the USA, its territories or holdings, then this field may be left blank OR the code "ZZ" (the value for "not a US state, territory, or Armed Forces or other holding") may be populated here.*

Student identifiers

Determining the SAIS Student ID: for Enrollment Transaction



The above diagram depicts how to find an existing SAIS Student ID for the **Student Enrollment** transaction.

A new Student Enrollment allows up to four sets of student identifiers on the transaction. If the submitted identifiers point to different students on the SAIS database, SAIS will reject the transaction.*

** Except for previous student information.*

Note the following difference between the process for New Membership (defined as students new to the Arizona SAIS system — some, but not all, **Student Enrollment** transactions with Enrollment Activity Code = E3, E6, E11, and E15) and that for all other transactions.

- Optionality of identifiers.

element	*description*	*Student Enrollment transaction for New Membership*	*all other transactions*
School Student ID	school-generated student identifier	required	optional
Student ID	ADE-generated student identifier	optional	required

- A new SAIS-generated student identifier (Student ID) can only ever be generated for a New Membership. As stated above, a New Membership would be a student with an Enrollment Activity Code of E3 or E6; some E11's or E15's might be eligible as well (if he or she was never a student in Arizona before going to the detention facility).

- The SAIS-generated student identifier is required for the **Student Enrollment** when Enrollment Activity Code is not E3 or E6 or E11 or E15 and the student is not new to Arizona.

- The SAIS-generated student identifier is required for all other transactions not covered above.

- Only **Student Enrollment** collects previous school information.

- Only **Student Enrollment** collects concurrent school information.

Student Readmission

A student who has been withdrawn from a school and resumes his or her membership will require a readmission transaction. The **Student Readmission** transaction creates the same entities that the **Student Enrollment** transaction creates, with the exception that the readmission cannot create a new student on SAIS. The difference between the two transactions is related to timing: a membership must already exist for this student earlier in the same fiscal year, so the **Student Readmission** transaction requires less information. The **Student Readmission** transaction requires:

- Membership information
- Grade placement information
- Readmission activity code

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 002
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new readmission D = Delete an existing readmission
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Readmission Date	READMDATE	10	D	The date this activity occurred
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary membership for this student *See Code Values – Membership Type*
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Funded District of Residence	DISTRESID	9	S	District identifier; CTDS code
Readmission Activity Code	ACTVCD	3	C	Type of readmission. This is the "R" code. *See Code Values – Activity*
Student Membership FTE	MBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership *See Code Values - Student Membership FTE*
empty field: School Membership Share: element no longer collected.	*empty field: formerly MBRSHR*	*4*	*C*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
Special Enrollment Code	SPCLERLCD	2	C	Special circumstance granted to this student for a membership (e.g., CEC-B) *See Code Values - Special Enrollment*

field name	abbreviated name	length	data type	description
Tuition Payer Code	TUITPAYRCD	2	C	Individual or organization responsible for the tuition *See Code Values - Tuition Payer*
empty field: formerly Neighborhood School Indicator: element no longer collected.	*empty field: formerly NEIGHSCHL*	*1*	*L*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
Grade Level Code	GDLVLCD	3	C	The grade to which the student is assigned *See Code Values – Grade*
Register ID	REGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The "change" operation is not valid for this transaction.

Element Optionality

This table defines whether each element is required or optional for each combination of Membership Type and Operation Code.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: the element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

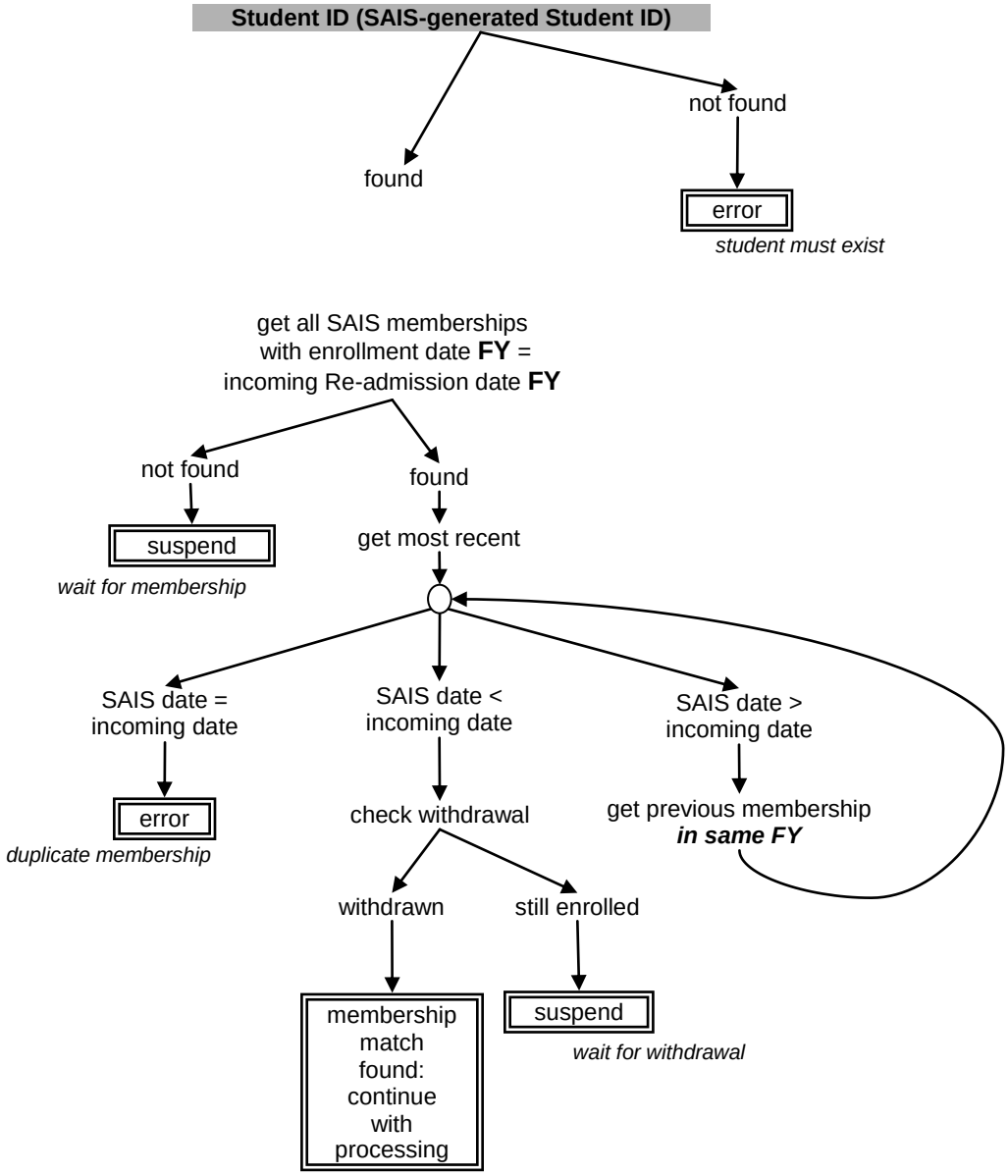
This table is on the next page.

Table 2 Readmission Transaction Element Optionality

element	*add: main school*	*add: ancillary school*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	R	R	X
Student ID	R	R	R
Readmission Date	R	R	R
Track Number	R	R	R
Membership Type	R	R	X
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Funded District of Residence	R	R	X
Readmission Activity Code	R	R	X
Student Membership FTE	R	R	X
element no longer collected: School Membership Share	*X*	*X*	*X*
Special Enrollment Code	1	1	X
Tuition Payer Code	R	R	X
element no longer collected: Neighborhood School Indicator	*X*	*X*	*X*
Grade Level Code	R	R	X
Register ID	R	R	X

1 A blank, missing, or null Special Enrollment Code signifies that this is a normal enrollment.

Matching Re-Admission to Membership on SAIS



*The above diagram shows how to find the correct membership for a **Student Readmission** "add" operation.*

Table 3 Withdrawal & Readmission Activity Codes

The following table lists the Activity Codes used for regular school year withdrawals (W…).

Withdrawal Activity Code	*explanation*	*corresponding Readmission Activity Code*
W1	Transfer: other school	R1: readmitted after a W1
W2	Illness	R2: readmitted after a W2
W3	Expelled or long term suspension	R3: readmitted after a W3
W4	Absence or status unknown	R4: readmitted after a W4
W5	Dropout	R5: readmitted after a W5
W6	Not of school age	R6: readmitted after a W6
W7	Early graduation	(not eligible)
W8	Deceased	(not eligible)
W9	Transfer: home taught	R9: readmitted after a W9
W10	Transfer: detention	R10: readmitted after a W10
W11	GED	R11: readmitted after a W11
W12	Vocational school	R12: readmitted after a W12
W13	Completed (AIMS)	(not eligible)
WT	Transferred to other grade in the same school. WT's are not submitted; rather, SAIS automatically assigns this code upon receipt of a Student Grade Change transaction.	(not eligible)

Student Withdrawal

A withdrawal is an activity that defines a student's exit from school prior to the school's regularly scheduled year-end date. The transaction requires identifying information and a withdrawal category (Withdrawal Activity Code).

Withdrawal Activity Codes categorize early exits. This includes among other things dropout, completion of minimal high school requirements, early graduation, transfer to another school, and excessive consecutive unexcused absence. This also includes virtual exit reasons such as age: the student who reaches age 22 before year-end is no longer eligible for generating funding. The student is not required to leave school, but a virtual Withdrawal Activity Code is issued to exclude that portion of enrollment for the student, so that the funding recipient does not over-anticipate their payment. The Withdrawal Activity Codes can be found in **Table 3 Withdrawal & Readmission Activity Codes** in the earlier section discussing the **Student Readmission** transaction.

Note on Enrollments, Withdrawals, and Readmissions

A student may be readmitted after a withdrawal, provided the Withdrawal Activity Code is eligible for a subsequent readmission. An example of a Withdrawal Activity Code ineligible for readmission is "deceased".

After a withdrawal, a readmission is required for a student to resume attendance in the same school during the same school year. If a student has excessive (ten or more) unexcused absences, the district should submit a **Student Withdrawal** transaction to remove him from their school roster. (See **Instructions for Required Reports; Withdrawal Codes**, ARS §15-803.C, and ARS §8-201.) If so, a **Student Readmission** transaction will be required if and when the student resumes attendance.

If a student transfers from one school to another school during the same school year, then the first district should submit a **Student Withdrawal** transaction to remove him from their school roster, and the new school should submit a **Student Enrollment** transaction to begin membership for the student in his/her school.

If a **Student Readmission** *is received before the* **Student Withdrawal***, the readmission will be rejected until the withdrawal is received and processed.*

There is no limit to the number of withdrawals, and readmissions a student may have in a single school year. Readmissions are granted solely at the discretion of the school district.

First Day of Membership is the starting date of the prior membership (can be either an original membership or a readmission).

ER/WR (Register Transfers)

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register to another during a single school year, use the **Student Grade Transfer** transaction.

[Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.]

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code values 2 and 3) for every day of his membership. This is accomplished with the **Student Payer Factors** transaction.

Withdrawal on last scheduled day of school

With the exception of W8 codes, a student is not eligible to withdraw on the last scheduled day of school. There are several rules associated with withdrawals, each of which supports this.

- *A withdrawal means that the student left school BEFORE the last scheduled day of school.*
- *A withdrawal means that the student was in membership on the day of withdrawal, and that he attended at least part of that day.*
- *If a student was in attendance (even just for a partial day) on the last day of school, then he completed the year, he did not withdraw early.*

Automatic withdrawals

NOTE: Beginning with FY2003-2004, when SAIS receives a withdrawal for a student, SAIS will no longer issue an automatic exit from other related events (such as Grade). This change is due to inconsistent processing for some conditions. Rather, SAIS processing will leave all related information in the state in which it was left by the submitter.

Before withdrawing a student, all LEAs are advised to delete any events (transactions) that have been submitted for a participation date falling later than the withdrawal date. The reason for this is that after the new withdrawal has been added to SAIS, these events (transactions) will become orphaned and will not be able to be deleted. If attempts are made to delete them, those deletes will error out. (6/18/2003)

Withdrawal Reason Codes

Beginning with the 2004-05 school year, SAIS users are required by legislation to capture and report the new student level element Withdrawal Reason Code. Withdrawal Reasons are a secondary reason for the withdrawal (the primary reason being the Withdrawal Activity Code). Withdrawal Reasons are optional, and will not apply to the great majority of students who withdraw from school prior to the last scheduled day of session.

There will be no ADM funding impact related to the Withdrawal Reason Codes.

Since the validity of Withdrawal Reason Code depends on elements that can be changed in other transactions, the validation is not done here in Transaction Processing, but later in Integrity Checking Processing.

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 003
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new withdrawal C = Change an existing withdrawal D = Delete an existing withdrawal
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier

field name	abbreviated name	length	data type	description
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership. **NOTE: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.**
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal. This is the "W" code. *See Code Values – Activity*
Withdrawal Date	WDDATE	10	D	The withdrawal activity date. This is the last day of attendance.
Withdrawal Reason Code	WDREASONCD	3	C	The supplemental reason for the withdrawal activity that occurred. *See Code Values – Withdrawal Reason*

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Withdrawal Activity Code
- Withdrawal Reason Code

Element Optionality

This table defines whether each element is required or optional depending on Operation Code.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: the element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 4 Withdrawal Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Day of Membership	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Withdrawal Activity Code	R	R	R
Withdrawal Date	R	R	R
Withdrawal Reason Code			X

Student Absence

If a student has missed a portion of a day or a whole day during a school day, a **Student Absence** transaction for this school day has to be submitted. The **Student Absence** transactions, which cover **at most** one school day of the absence period, should be submitted only after the student has resumed attendance and the absence amount and reason have been resolved for each day. There might be more than one transaction per school day: for example, a child may have a half day absence for an unexcused reason for the first part of the school day and a half day absence for an excused reason the second part of the school day.

From FY2007 forward, SAIS allows reporting of full-day absence on the first day of the calendar track to which the student is assigned. This will apply only to a student if his/her enrollment date is equal to the first day of the calendar track to which the student has been assigned.

Changes to Absence Date are not allowed. Correction of an Absence Date requires submission of a Delete operation for the erroneous absence (with the previously reported Absence Date), and submission of an Add operation for the correct absence (with the correct Absence Date).

It is possible for a student's instructional time to be submitted to ADE using the metric of attendance time rather than absence time. For further information on this, see the **Student Attendance** transaction later in this document. Pay particular attention to the section titled **Submitting both absence and attendance**.

> *Absences should be reported for all students using this **Student Absence** transaction, however, if a student's instructional time is reported to SAIS using the Student Attendance transaction, then absences are not required in the initial implementation of SAIS. This requirement will be added at a later date.*

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 004
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add new absence C = Change an existing absence D = Delete an existing absence
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Absence Date	ABSDT	10	D	The date of the absence
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Absence Amount	ABSAMT	4	C	The portion of the day the student was absent *See Code Values – Absence Amount*
Absence Reason Code	ABSRSNCD	2	C	The reason for the absence *See Code Values – Absence Reason*

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Absence Amount

Element Optionality

This table defines whether each element is required or optional depending upon Operation Code.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: the element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 5 Absence Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Absence Date	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Absence Amount	R	1	
Absence Reason Code	R	R	R

1 This element must be different from SAIS for this to be a valid "change".

Student Personal Information

This transaction is used to create a new student on SAIS for whom there will be no memberships. In pre-SAIS terms, an example of this would be a student who is ineligible for generating ADM funding but who does generate Special Education funding. In this scenario, no membership data is required by SAIS but we must know personal information about the student. In this situation a Student Personal Information transaction would be submitted.

This transaction can also be used to submit changes to any element of a student's personal information and to fix data entry errors. "Personal information" is comprised of the characteristics of the student ***which are independent of his membership in a school***: these characteristics include name, gender, and birth date. The only allowable operations for this transaction are an Add or a Change operation.

SAIS will retain fundamental "student" information from only the most recent main school during a single fiscal year.

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 005
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add only a student's characteristics to SAIS C = Change student's existing characteristics
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Capture Date	EFFDATE	10	D	The date this change information was captured. This is sometimes referred to as "effective date".
Old First Name on Legal Document	OLDFIRSTNM	30	S	Student first name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.
Old Middle Name on Legal Document	OLDMIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.
Old Last Name on Legal Document	OLDLASTNM	40	S	Student last name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.
New First Name on Legal Document	FIRSTNM	30	S	The student's new first name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.
New Middle Name on Legal Document	MIDDLENM	30	S	The student's new middle name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.

field name	abbreviated name	length	data type	description
New Last Name on Legal Document	LASTNM	40	S	The student's new last name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.
Name Extension on Legal Document	EXTNNM	3	S	Suffix to Student last name, e.g., Jr., Sr., III
Nickname Student Goes By	NICKNM	30	S	A familiar form of a name given instead of or in addition to the student's first, middle, and/or last name. This may be the same as Old (or New) First Name on Legal Document.
Last Name Student Goes By	LASTNMGOES BY	40	S	The last name the student goes by. This may be the same as Old (or New) Last Name on Legal Document.
Gender Code	GENDERCD	1	C	Student sex *See Code Values – Gender*
Ethnicity Code	ETHNICCD	3	C	Student ethnic origin *See Code Values – Ethnicity*
Birth Date	DOB	10	D	The birth date of the student
Country of Birth Code	CTRYBRTHCD	2	C	Country in which student was born *See Code Values – Country*
State of Birth Code	STATBRTHCD	2	C	State in USA or its territories in which student was born *See Code Values – States*
empty field: formerly Foreign Exchange Indicator: element no longer collected	*empty field: formerly FORGNXCHG*	*1*	*L*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
Normal Graduation Year	NORMGRADYR	4	I	The student's class affiliation, defined by Arizona as 4 years after student's first membership in 9th grade.
Home Language Code	HMLANGCD	2	C	The language spoken at home *See Code Values – Home Language*
Responsible Party's First Name on Legal Document	MOMFIRSTNM	30	S	The first name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on the legal document provided for registration. This is used only to match a new student to an existing SAIS record.
Responsible Party's Last Name on Legal Document	MOMLASTNM	40	S	The last name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on the legal document provided for registration. This is used only to match a new student to an existing SAIS record.
Tribal Name	TRIBALNM	20	S	A name borne in common by members of a tribe or clan. This is used only to match a new student to an existing SAIS record.
Previous School Entity ID	PREVSCHLID	9	S	School identifier of school attended prior to this school; CTDS code **if** Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.
Previous School Student ID	PREVSTUID	12	S	Student identifier in Previous School Entity ID; School-generated student identifier **if** Previous School Entity ID is Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.

field name	abbreviated name	length	data type	description
Previous State Code	PREVSTATE	2	C	State in which school attended prior to this school dwells. This information is required only for students who transferred from a school in the United States and is applicable to “add” transactions only. *See Code Values - States*

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- New First Name on Legal Document
- New Middle Name on Legal Document
- New Last Name on Legal Document
- Name Extension on Legal Document
- Nickname Student Goes By
- Last Name Student Goes By
- Gender Code
- Ethnicity Code
- Birth Date
- Country of Birth Code
- State of Birth Code
- Normal Graduation Year
- Home Language Code
- Responsible Party's First Name on Legal Document
- Responsible Party's Last Name on Legal Document
- Tribal Name
-

Element Optionality

This table defines whether each element is required or optional.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

As documented in the chapter **How to Change Specific SAIS Elements**, a "change" operation is a full replacement of the SAIS data. In other words, it will update SAIS with every element on the submitted transaction. The elements below that are designated as required are those elements which require a non-null value on SAIS. For instance, every student must have a declared gender, a real birth date, and a first and last name. Alternatively, not every student will have a tribal name.

This table is on the next page.

Table 6 Personal Information Transaction Element Optionality

element	*add*	*change*
Transaction ID	R	R
Vendor Defined Field	X	X
Operation Code	R	R
Entity ID	R	R
School Student ID	R	R
Student ID		R
element no longer collected: Capture Date	X	X
Old First Name on Legal Document		R
Old Middle Name on Legal Document		
Old Last Name on Legal Document		R
New First Name on Legal Document	R	R
New Middle Name on Legal Document		
New Last Name on Legal Document	R	R
Name Extension on Legal Document		
Nickname Student Goes By		

element	*add*	*change*
Last Name Student Goes By	R	R
Gender Code	R	R
Ethnicity Code	R	R
Birth Date	R	R
Country of Birth Code	5	5
State of Birth Code	6	6
element no longer collected: Foreign Exchange Indicator	*X*	*X*
Normal Graduation Year	X (1)	1
Home Language Code	R	R
Responsible Party's First Name on Legal Document	R	R
Responsible Party's Last Name on Legal Document	R	R
Tribal Name		
Previous School Entity ID	2	X
Previous School Student ID	3	X
Previous State Code	4	X

1 *Normal Graduation Year is required for all high school students who are not special needs-only students. Therefore, since by definition the "add" is performed only for special needs-only students, this element will be ignored for the "add" operation and it will not be populated to the SAIS database.*

2 *Previous School Entity ID is only required on an "add" operation for a transferring student, and only if the student previously attended a school in the Arizona state school system. The Previous School Entity ID has a predefined code value: the school's CTDS code.*

3 *Previous School Student ID is required only when Previous School Entity ID contains a value. At all other times it must be blank.*

4 *Previous State Code is required only for an "add" operation for a transferring student, and only when Previous School Entity ID is blank. If this is not a US state, it may contain the code ZZ (the value for "not US"), or it may remain blank. The Previous State Code cannot be changed once the student's personal information is added to SAIS.*

5 *Country of Birth Code is always required **except when the value is the USA**. If the Country of Birth was the USA, then this field may contain the code US (the value for "United States") or UM ("US Minor Outlying Islands"), or it may remain blank.*

6 *State of Birth Code is always required **except when the Country of Birth Code is not USA**. If the Country of Birth was not the USA, then this field may contain the code ZZ (the value for "not US"), or it may remain blank.*

Student Membership Change

This transaction is designed to capture membership-related elements that can change independently of personal information or district of residence. The set of elements in one **Student Membership Change** transaction are unique to one single membership for a student.

This transaction should be used when one of the following membership-related elements is either incorrect on SAIS or has changed during the term of this membership.

> *At this time, there is no method by which a Track Number can be changed mid-year. Withdrawing the student and readmitting him with the new track number must accomplish this.*

Changing a Register ID Mid-Year

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register another during a single school year, use the **Student Grade Transfer** transaction.

> *Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.*

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code value 2) for every day of his membership. This is accomplished with the **Student Payer Factors** transaction.

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 006
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	C = Change existing membership details
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership. **NOTE: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.**
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Enrollment Activity Code	ACTVCD	3	C	Type of membership (enrollment or readmission). This is the "E" or "R" Code. *See Code Values – Activity*

field name	abbreviated name	length	data type	description
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary membership for this student *See Code Values – Membership Type*
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
empty field (formerly Neighborhood School Indicator: element no longer collected.	*empty field: formerly NEIGHSCHL*	*1*	*L*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*

Changing Elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Enrollment Activity Code
- Membership Type
- School Student ID

Element Optionality

This table defines whether each element is required or optional.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 7 Membership Change Transaction Element Optionality

element	*change*
Transaction ID	R
Vendor Defined Field	X
Operation Code	R
Entity ID	R
School Student ID	R 1
Student ID	R
First Day of Membership	R
First Name on Legal Document	X
Middle Name on Legal Document	X
Last Name on Legal Document	X
Enrollment Activity Code	1
Membership Type	1
Track Number	R
element no longer collected: Neighborhood School	*X*

1 At least <u>one</u> of these elements must be different from SAIS for a valid "change" operation.

Student District of Residence Transfer

District of residence (DOR) is an essential factor in state aid. It is captured in this transaction and in the membership enrollment transactions (**Student Enrollment** and **Student Readmission**). The DOR is not necessarily the district in which the student resides. DOR as used at ADE is defined in Arizona Statute as a logical construct that enables a district to receive state money generated by a specific student's school membership, even though sometimes that district is not the one providing the educational services. Therefore, the SAIS element name is "Funded District of Residence". Logically, therefore, each membership must have its own DOR.

A student may change Funded District of Residence while continuing to attend the same school. When this happens during the school year while the student continues to attend the same school, a **Student District of Residence Transfer** must be submitted to ADE. This transaction can also be used for changing the start or end date of a child's belonging to a Funded District of Residence.

FYI: If a student moves house and keeps the same funded DOR and has the same value for Neighborhood School, no transaction should be sent to SAIS.

> *The DOR in this transaction refers to a membership-related DOR. It should not be confused with a DOR that relates to a Special Education service. A transaction submitted here, no matter what operation code is used, will in no way effect any SPED service-related DOR on SAIS. Adds, changes, and deletes to the DOR relating to a particular SPED service must be submitted using the SPED Service District of Residence Transfer transaction (defined in the **Transaction Requirements: Needs** document).*

There must be a DOR for every day of a membership

Retroactive changes

As stated above, there must be a DOR for every day of a membership. Because of this, retroactive changes can be made, but they require careful attention from the submitter. To record a retroactive DOR change properly with ADE, the following steps are required.

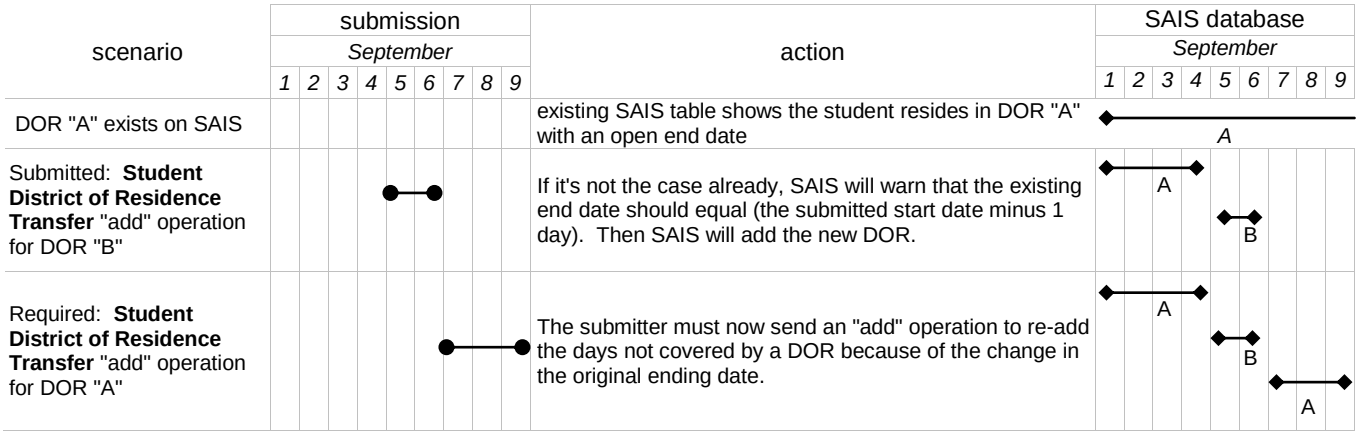
- The submitter must send SAIS a **Student District of Residence Transfer** "add" operation for the retroactive DOR. It should contain the retroactive DOR information in the fields prefixed with "New", including both a start date and an end date. It should also contain the recalculated end date of the DOR just prior to this one in the fields prefixed with "Old".
  - SAIS will recalculate the end date of the DOR immediately preceding this new DOR to validate that the submitted information is accurate. If the submitted "old" end date isn't the school day preceding the start of this newly inserted DOR, then SAIS will issue a warning. **Warning:** This will have to be fixed at a later date, but note that all DOR information must be in sync before funding will be generated.
  - If any DOR exists on SAIS whose start date overlaps with the newly added DOR, SAIS will again issue a warning. The same warning as above applies.

    > *Start date is a key field, and cannot be changed*

- If the deletion causes a gap in DOR coverage, then the submitter must send SAIS a **Student District of Residence Transfer** "add" operation for the DOR that was effective after the end date of the newly added DOR.

  > *SAIS will not automatically add any DORs to the SAIS database; SAIS will merely try to align what is submitted and notify the submitter when the result is illogical.*

For an illustration, see below. More cases can be found in **Figure 3 District of Residence "add" operation scenarios** later in this chapter.



(MemFigDOR.gif / image30)

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 007
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new DOR C = Change an existing DOR D = Delete an existing DOR
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Funded District of Residence	OLDDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code
Old Funded DOR Start Date	OLDDORSTRTDT	10	D	The date this CTDS became the student's district of residence
Old Funded DOR End Date	OLDDOREND	10	D	The date this CTDS ceased being the student's district of residence
empty field (formerly Old Neighborhood School Indicator	*empty field: formerly OLDNEIGHSCHL*	*1*	*L*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*

field name	abbreviated name	length	data type	description
New Funded District of Residence	NEWDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code
New Funded DOR Start Date	NEWDORSTRTDT	10	D	The date this CTDS became the student's district of residence
New Funded DOR End Date	NEWDOREND	10	D	The date this CTDS ceased being the student's district of residence
empty field (formerly New Neighborhood School Indicator	*empty field: formerly NEIGHSCHL*	*1*	*L*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements will be changed with a "change" operation. They will be changed if supplied with an "add" operation and a "delete" operation.

- Old Funded District of Residence
- Old DOR End Date

Element Optionality

This table defines whether each element is required or optional.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 8 DOR Change Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Funded District of Residence	1	R 1	1
Old DOR Start Date	2	R	2
Old DOR End Date	1	1	1
empty field, formerly Old Neighborhood School Indicator	*X*	*X*	*X*
New Funded District of Residence	R	X	R
New DOR Start Date	R	X	R
New DOR End Date		X	X
empty field	*X*	*X*	*X*

1 At least <u>one</u> of these elements must be different from SAIS for this to be a valid change.
2 If "Old Funded District of Residence" is populated, then this field is required.

Student FTE

*The **Student FTE** transaction allows addition, change, and deletion of values for Student Membership FTE.*

- *Student Membership FTE depicts the portion of a full instructional program (the **F**ull-**T**ime **E**quivalency) a student receives at this school during a specific period of time in this membership.*

  In some cases Arizona legislation sometimes sets a maximum for total FTE levels by student.

  1. *at one school of any type: (all tracks together) = 1.0*
  2. *at one district of any type (all schools and tracks together) = 1.0.*
  3. *at one regular district and one charter school district concurrently = 1.0*
  4. *at one voc/tech participating district and one voc/tech district concurrently = 1.25*
     SAIS will accept an FTE value of 1.0 for an individual membership in a voc/tech school, resulting in a total FTE of up to 1.25 or even more. Because of the first rule above, during the aggregation calculation we will count no single membership as more than 1.0.

*The **Student FTE** transaction can be used to:*

- *Submit new values for FTE (Operation Code = A)*
  The end date of the previous FTE value should be calculated using the start date of the FTE and the school/student calendar. This previous end date should be the last session day preceding the submitted start date for the new FTE.

- *Correct erroneous values submitted earlier for FTE (Operation Code = C)*
  The value of the start date of the FTE must be either the same as some existing FTE start date on SAIS, or the same as the membership First Day of Membership.

- *Delete a previously submitted erroneous Add or Change operation (Operation Code = D)*
  The value of the start date of the FTE has to be the same as the start date of the FTE on SAIS.

When SAIS receives a "change" operation, the system will compare the submitted value to the data already on the SAIS database, and update only the item(s) that have changed.

*As with Tuition Payer Code in the **Student Payer Factors** transaction later in this document, FTE must contain some value for every single day throughout the life of the membership. The values can fluctuate over the course of a school year. Also, their start and end dates may fall beyond the membership dates; the funding process will ignore the irrelevant days.*

*The first FTE is always specified in the **Student Enrollment** transaction. When this value changes midway through the membership period, this **Student FTE** transaction will advise SAIS of that modification. The existing FTE should be exited, with the exit date being calculated as (the new start date minus 1 day).*

Because every membership day must have an FTE associated with it, retroactive changes are accepted. For retroactive changes:

- *The FTE, and the start date are required fields; end date is optional.*
- *If other FTEs already exist on SAIS for that student during the same fiscal year, and one or more of them overlap with the submitted transaction, SAIS will issue a warning that the prior FTE needs to be exited (the prior end date = submitted transaction's start date – 1 day) and all subsequent FTEs have to be reviewed by the district for consistency. All those having incorrect dates must be deleted from SAIS for that fiscal year and possibly re-added with correct start date(s).*
- *If the effect of this submitted FTEs information is that it will leave a gap on SAIS during which there is no FTE for the student for even a day of the membership, SAIS will issue a warning that the new or existing FTE should be evaluated and either the start and end dates fixed or a new FTE added so that there will be no gap.*

Student Membership FTE ("FTE")

As stated earlier, FTE depicts the portion of a full instructional program (the **F**ull-**T**ime **E**quivalency) a student receives at this school during this period of time. It is stated in terms of quarters; allowed values are .25, .50, .75, 1.00, and 1.25 (this information is accurate as of fiscal year 2000). Because some vocational technology (e.g., EVIT or NAVIT) students are considered to have a resource load significantly exceeding full-time status, it is possible for a student to have a full-time equivalency value greater than 1.00.

FTE is initially captured in the **Student Enrollment** transaction.

FTE Rules

FTE is governed by several rules. Note that the rules governing total FTE and overall apportionment of funds are enforced not during the data submission period but during a later process, which is run prior to calculating ADM and funding. For detailed discussion on this process, see **Synchronize FTE** in the **Transaction Requirements: Integrity Checking Processes** document.

FTE, & Membership Intervals

Usually a student is enrolled in one school and participates in a full instructional program in that school during the entire school year. For this student :

- the value of the FTE is 1.00
- the interval in which the membership FTE is effective is the same as the student Membership Interval in the school.

Below is a discussion of Membership Intervals, excerpted from the document titled "Aggregating Student Detail" (AggregatingStudentDetail.doc).

Membership Intervals

Aggregation is driven by student records: for each student, sum its memberships. This process description uses "Membership Intervals" to illustrate how this summing can be done.

"Membership Interval" is an artificial construct needed as an interim step in aggregating membership and absence counts. "Membership Interval" represents a single period of time during which all elements required to group membership counts properly remain the same.

Membership Interval consists of the following elements.

key fields for all memberships:

- Fiscal Year
- DOR (district of attendance)
- School
- Period
- Grade
- Special education self-contained indicator
- FTE

additional key fields for Non-Resident Memberships only:

- DOR (district of residence)
- special enrollment and tuition payer
- Funding recipient (this is determined by SAIS based on ADE funding policy already in place)

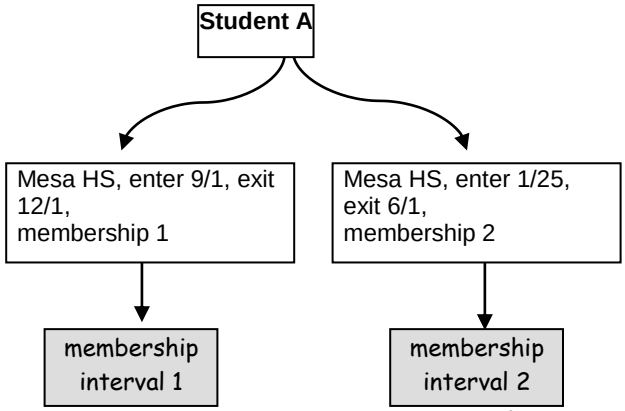
non-key fields:

- Start Date
- End Date
- Membership Count
- Absence Count

A single memberships may result in many Membership Intervals. The vast majority of students will have one membership for the entire school year and one Membership Interval as well. However, just as separate memberships will exist if the student transfers to a new school (resulting in a new key), separate Membership Intervals will be required if during a single school year the student changes any single aspect of membership. Changes to the following elements will require splitting Membership Intervals: grade, CEC code, membership FTE, or district of residence. SAIS must ensure that the entire period from membership start date to end date is contained in the resulting Membership Intervals.

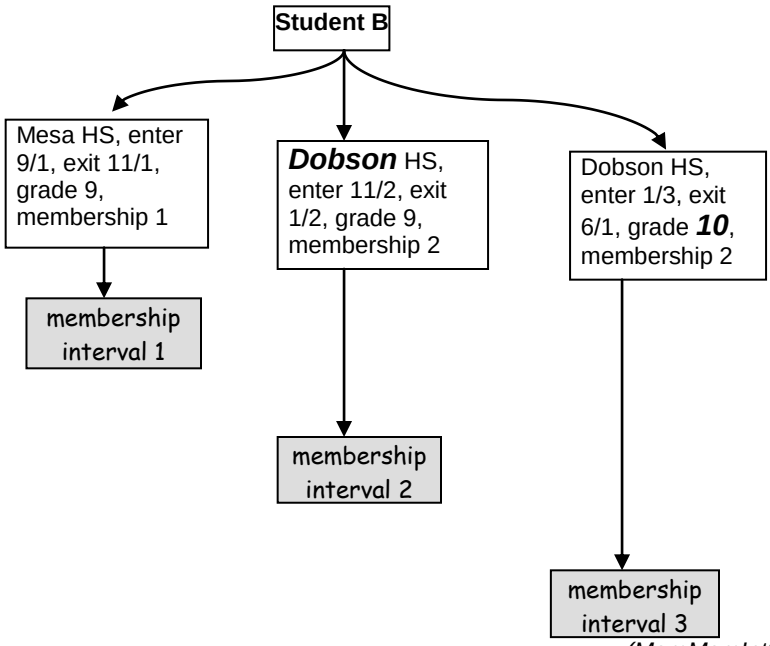
Below are examples of how Membership Intervals work.

Student A has more than one school membership, with all key fields identical



(MemMemInt1.gif / image31)

Student B has more than one school membership, with some key fields different in each



(MemMemInt2.gif / image32)

Each **Membership Interval**, therefore, must have its own value for Student Membership FTE. When dealing with original memberships (the student's first membership in the school in the fiscal year) versus readmissions (the student's return to the same school later in the fiscal year), the **Membership Interval** is still defined in part by the membership begin and end dates.

First Membership:	the time from First Day of Membership to the date of the last school day or to the date of withdrawal if the student withdraws before the last school day of regular session.
Readmitted student:	the time from readmission date to the date of the last school day or to the date of another withdrawal if the student withdraws before the last school day of regular session.

Transaction Elements

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 008
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Open a new FTE value C = Change existing FTE info D= Delete an existing FTE
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Student Membership FTE	OLDMBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership. *See Code Values – Student Membership FTE*
Old FTE Start Date	OLDFTESTRTDT	10	D	The effective date of this FTE value
Old FTE End Date	OLDFTEENDDT	10	D	The date this FTE value ceased
New Student Membership FTE	NEWMBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership. This is the new information. *See Code Values – Student Membership FTE*
New FTE Start Date	NEWFTESTRTDT	10	D	The effective date of this FTE value
New FTE End Date	NEWFTEENDDT	10	D	The date this FTE value ceased
empty field: formerly Old School Membership Share	*empty field: formerly OLDMBRSHR*	*4*	*C*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
empty field: formerly Old Share Start Date	*empty field: formerly OLDSHRSTRTDT*	*10*	*D*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
empty field: formerly Old Share End Date	*empty field: formerly*	*10*	*D*	*This element is no longer collected. Properly formatted values (length and data type) in these fields*

field name	abbreviated name	length	data type	description
	OLDSHRENDDT			*will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
empty field: formerly New School Membership Share	*empty field: formerly NEWMBRSHR*	*4*	*C*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
empty field: formerly New Share Start Date	*empty field: formerly NEWSHRSTRTDT*	*10*	*D*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
empty field: formerly New Share End Date	*empty field: formerly NEWSHRENDDT*	*10*	*D*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements will be changed with a "change" operation. The following elements will be changed if supplied with an "add" operation and a "delete" operation.

- Old Student Membership FTE
- Old FTE End Date

Element Optionality

This table defines whether each element is required or optional.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 9 FTE Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Student Membership FTE (1)	2	2	2
Old FTE Start Date (1)	2	2	2
Old FTE End Date	2	2	2
New Student Membership FTE (1)	3	X	3
New FTE Start Date (1)	3	X	3
New FTE End Date		X	X
element no longer collected: Old School Membership Share (1)	*X*	*X*	*X*
element no longer collected: Old Share Start Date (1)	*X*	*X*	*X*
element no longer collected: Old Share End Date	*X*	*X*	*X*
element no longer collected: New School Membership Share (1)	*X*	*X*	*X*
element no longer collected: New Share Start Date (1)	*X*	*X*	*X*
element no longer collected: New Share End Date	*X*	*X*	*X*

1 If any "start date" is provided, then a value for its corresponding "FTE" value must also be provided.
2 If provided, <u>at least one</u> of these elements must be different from SAIS for this to be a valid change.
3 <u>At least one</u> of these sets of elements is required for this to be a valid add or delete operation.

Student Grade Transfer

> *Note: "IEP" is not a valid grade in SAIS, since it is not a valid grade for a student membership. "IEP" is used only for student placement vis a vis the Vouchers program, and is used only by the Vouchers System.*

This transaction is used for various reasons:

- to move a student from one grade to another, within the same school during the school year
- to fix a student's grade that was incorrectly reported by the LEA in the **Student Enrollment** transaction.

This transaction may not be used to begin membership for a student in a new school, or to change a student's grade in advance of a new school year.

The **Student Grade Transfer** transaction requires data on exit from the current grade and placement in a new grade.

- When a student is transferred to a different grade, an ADD operation is required.
- If the grade start date on the SAIS database is incorrect, it must be removed from the SAIS database with a DELETE operation, then the correct data must be submitted with an ADD operation.

Promotion and Demotion during the school year

Occasionally a student is promoted to the next grade level or demoted to a lower grade level within a school year.

- If an LEA decides to promote (or demote) a student during the school year, then:
  - LEA will submit a **Student Grade Transfer** ADD operation. This will accomplish several actions: to change the current school year grade exit status to "promoted" (or "demoted") and the grade exit date to the last day the student attended that grade, and to add the new grade placement.

Transfer to a new grade register within the same school year

Occasionally a student will be moved from one register to another, remaining in the same grade, during a school year. This situation is a lateral grade movement, in that there is no grade level change.

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register another during a single school year, use the **Student Grade Transfer** transaction.

> *Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.*

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code values 2 and 3) for every day of his membership. This is accomplished with the **Student Payer Factors** transaction.

Promotion at the end of a school year

This functionality is provided in the **Student Year End Status** transaction.

Retention at the end of a school year

This functionality is provided in the **Student Year End Status** transaction.

No-Shows

This functionality is provided in the **Student Summer Withdrawal** transaction.

Transaction elements

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 009
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new grade **and/or register** transfer C = Change an existing grade **and/or register** placement D = Delete an existing grade **and/or register** placement
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Grade Level Code	OLDGDLVLCD	3	C	The grade on SAIS that this student exited. *See Code Values – Grade*
Old Grade Start Date	OLDGDSTARTDT	10	D	The date during this school year when the student started in the grade **and/or register** that is on SAIS.
Old Grade Register ID	OLDREGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school for the grade that is on SAIS. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)
Old Grade Exit Date	OLDGDEXITDT	10	D	The date the student last attended the grade **and/or register** that is on SAIS.
Old Grade Exit Code	OLDGDEXITCD	2	C	The reason this student exited the grade **and/or register** that is on SAIS. *See Code Values – Grade Exit Code.*
New Grade Level Code	NEWGDLVLCD	3	C	The new grade to which the student is assigned.

field name	abbreviated name	length	data type	description
				See Code Values – Grade
New Grade Start Date	NEWGDSTARTDT	10	D	The date the student started in the new grade level **and/or register**.
New Grade Register ID	NEWREGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school for the new grade.
New Grade Exit Date	NEWGDEXITDT	10	D	The date the student last attended the "new" grade **and/or register**.
New Grade Exit Code	NEWGDEXITCD	2	C	The reason this student exited the "new" grade **and/or register**. *See Code Values – Grade Exit Code.*

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements will be changed with a "change" operation. If supplied they will be changed with an "add" operation and a "delete" operation.

- Old Grade Level Code
- Old Grade Exit Date
- Old Grade Exit Code
- Old Grade Register ID

Element Optionality

This table defines whether each element is required or optional.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 10 Grade Transfer Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Grade Level Code	1	1	1
Old Grade Start Date		R	
Old Grade Register ID	1	1	1
Old Grade Exit Date	1	1	1
Old Grade Exit Code	1	1	1
New Grade Level Code	R	X	R
New Grade Start Date	R	X	R
New Grade Register ID	R	X	X
New Grade Exit Date	2	X	X
New Grade Exit Code	2	X	X

1 At least one of the changeable elements must be different from SAIS for this to be a valid "change".
2 These elements are only to be used for retroactive "add" operations. Otherwise, to exit a student from a grade with no intention of putting him in another, the Student Withdrawal transaction should be used.

Student Payer Factors

This transaction is designed to capture the elements that are directly related to tuition payment: the tuition payer and the special enrollment code. These elements are unique to one single membership for a student. In other words, these elements will apply only to the student's membership (already on SAIS) in the school specified, during the membership period encompassing the dates specified. Furthermore, there may be more than one of either or both of these elements during a single enrollment.

When to use this transaction:

- when a student's special enrollment situation or tuition payer changes during the course of the school year
- when a student's special enrollment situation or tuition payer was submitted incorrectly on the **Student Enrollment** or **Student Readmission** transaction

How to enter a Special Enrollment Code for the first time

School started 9/5/1999. On 10/1/1999, a student receives a special enrollment of CEC-B. No end date is known for this CEC-B at this time. (The original Tuition Payer Code has not changed, so its values stay null.) Advise ADE of this by submitting a **Student Payer Factors** transaction with the following elements.

- transaction ID = 010; operation code = add
- identifying elements for school & student, student names
- all "old" elements remain nulls, as non previously existed on SAIS
- New Special Enrollment Code = {the value representing "CEC-B"}
- New Special Enrollment Start Date = 10/01/1999
- New Special Enrollment End Date = nulls
- all "Tuition Payer" elements remain nulls, because that is not being changed

How to exit an existing Special Enrollment Code and enter a new one

On 02/16/2000 the above student is awarded Open Enrollment status. The previous special enrollment code expires when this new one starts. The tuition payer has not changed. This will be accomplished using one of the following methods, depending upon the situation.

The previous special enrollment remained in effect until superseded by this open enrollment status. Submit a single **Student Payer Factors** transaction with the following elements.

- transaction ID = 010; operation code = add
- identifying elements for school & student, student names
- Old Special Enrollment Code = {the value representing "CEC-B"}
- Old Special Enrollment Start Date = 10/01/1999
- Old Special Enrollment End Date = 02/15/2000
- New Special Enrollment Code = {the value representing "open enrollment"}
- New Special Enrollment Start Date = 02/16/2000
- New Special Enrollment End Date = nulls
- all "Tuition Payer" elements remain nulls, because that is not being changed

How to exit an existing Special Enrollment Code and not enter a new one

- transaction ID = 010; operation code = change
- identifying elements for school & student, student names
- Old Special Enrollment Code = {the value representing "CEC-B"}
- Old Special Enrollment Start Date = 10/01/1999
- Old Special Enrollment End Date = 01/07/2000
- all "new" elements remain nulls, as no special enrollment is in effect
- all "Tuition Payer" elements remain nulls, because that is not being changed

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 010
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add new tuition factor(s): special enrollment **and/or** tuition payer C = Change existing tuition factor(s) D = Delete special enrollment **and/or** tuition payer
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration

field name	abbreviated name	length	data type	description
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Special Enrollment Code	SPECENRCD	2	C	Special dispensation granted for a single enrollment (e.g., CEC-B) allowing the student to attend this school, which is outside his normal district of residence *See Code Values - Special Enrollment*
Old Special Enrollment Start Date	OLDSPECENRSTRTDT	10	D	The date the special dispensation took effect
Old Special Enrollment End Date	OLDSPECENREND	10	D	The date the special dispensation was terminated
New Special Enrollment Code	NEWSPECENRCD	2	C	Special dispensation granted for a single membership (e.g., CEC-B) allowing the student to attend this school, which is outside his normal district of residence *See Code Values - Special Enrollment*
New Special Enrollment Start Date	NEWSPECENRSTRTDT	10	D	The date the special dispensation took effect
New Special Enrollment End Date	NEWSPECENREND	10	D	The date the special dispensation was terminated
Old Tuition Payer Code	OLDTUITPAYRCD	2	C	Individual or organization responsible for the tuition *See Code Values – Tuition Payer*
Old Tuition Payer Start Date	OLDTUITPAYRSTRT	10	D	The date the tuition payer became responsible for this student's tuition
Old Tuition Payer End Date	OLDTUITPAYREND	10	D	The last date the tuition payer was responsible for this student's tuition
New Tuition Payer Code	NEWTUITPAYRCD	2	C	Individual or organization responsible for the tuition *See Code Values – Tuition Payer*
New Tuition Payer Start Date	NEWTUITPAYRSTRT	10	D	The date the tuition payer became responsible for this student's tuition
New Tuition Payer End Date	NEWTUITPAYREND	10	D	The last date the tuition payer was responsible for this student's tuition

Changing Elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements will be changed with a "change" operation. The following elements will be changed if supplied with an "add" operation and a "delete" operation.

- Old Special Enrollment Code
- Old Special Enrollment End Date
- Old Tuition Payer Code
- Old Tuition Payer End Date

Element Optionality

This table defines whether each element is required or optional.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 11 Payer Factors Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Special Enrollment Code (1)	2	2	2
Old Special Enrollment Start Date (1)	2	2	2
Old Special Enrollment End Date	2	2	2
New Special Enrollment Code (1)	3	X	3
New Special Enrollment Start Date (1)	3	X	3
New Special Enrollment End Date		X	X
Old Tuition Payer Code (1)	2	2	2
Old Tuition Payer Start Date (1)	2	2	2
Old Tuition Payer End Date	2	2	2
New Tuition Payer Code (1)	3	X	3
New Tuition Payer Start Date (1)	3	X	3
New Tuition Payer End Date		X	X

1 If any "start date" is provided, then a value for its corresponding "Special Enrollment" or "Tuition Payer" value must also be provided.

2 If provided, <u>at least one</u> of the changeable elements from these sets of fields must be different from SAIS for this to be a valid change.

3 <u>At least one</u> of these sets of elements is required for this to be a valid add or delete operation.

Student Year End Status

The **Student Year End Status** transaction relates only to students who are in membership through the scheduled last day of school. This transaction captures one piece of information.

- Year End Status Code: the student's state on the last day of school. Every student who is in membership at the end of the school year must be assigned a Year End Status Code.

The **Student Year End Status** transaction requires school and student identifying information and a year-end status code. The date on the transaction identifies the membership for which this code applies.

The Year End Status Codes can be found in **Table 13 Year End Status Codes**.

> *Note: Summer Activity Code has a codependent relationship with Year End Status Code. These two elements and Withdrawal Code have a mutually exclusive relationship. SAIS will not validate these relationships during the transaction processing sequence. The relationship among these elements will not be validated in the first implementation of SAIS, but will be included in Integrity Checking processing in a future fiscal year.*

Year End Status may be submitted before or after the school year end date. Some districts prefer to submit expected values beforehand and then correct those year end statuses which do not match expected student results.

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 016
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new Student Year End Status Code C = Change an existing Student Year End Status Code D = Delete an existing Student Year End Status Code
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership. **NOTE: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.**
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Year End Status Code	YEARENDSTAT	3	C	Student's academic status at the end of the school year *See Code Values – Activity (Year End Status only)*

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Year End Status Code

Element Optionality

This table defines whether each element is required or optional depending on Operation Code.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: the element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 12 Status Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Day of Membership	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Year End Status Code	R	R 1	R

1 This element must be different from SAIS for a valid change operation.

Student Attendance

SAIS calculates each student's Average Daily Attendance (ADA) for funding and reporting purposes. SAIS provides two transactions for submitting the elements necessary to this calculation: **Student Attendance** and **Student Absence**.

> *Note that all absences for all students must be reported to ADE with the **Student Absence** transaction. However, calculating ADA is another matter. For most students, calculating ADA may be accomplished using the information provided in the **Student Absence** transaction; for other students, however the only way this can be accomplished is via the **Student Attendance** transaction.*

The formulae for calculating ADA depend upon the characteristics of the student; these formulae and the groups' characteristics are set forth in ARS § 15-901. Currently there are three groups defined in ARS § 15-901.

- Preschool children with disabilities: full-time instruction is based on a certain number of minutes of instruction time per week.

  > *For preschoolers, only those who are currently receiving services for a Special Education Group B disability are eligible to generate funding. Since SAIS might not know the student's current Needs at this point, the Preschool handicapped validation be performed in Integrity, after districts begin submitting the Needs data to SAIS and before ADM is calculated.*

- Homebound students (students receiving home instruction) or hospitalized students: as above, full-time instruction is based on a certain number of minutes of instruction time per week.

- All other students: full-time instruction is based on a number of minutes or hours of instruction time per school year.

The first two groups require the same elements to calculate ADA and will use the **Student Attendance** transaction to report the elements; the third requires a different set of elements and will use the **Student Absence** transaction to report the elements. These transaction methodologies are described below.

- The **Student Attendance** transaction, which is described in this chapter, captures school attendance information for use in calculating Average Daily Attendance for funding students whose ADA metric is amount of time attended per week. Absences and potential membership are irrelevant for calculating ADA here. Attendance is calculated by adding up all the attendance records for the student. The groups fitting this criterion are preschool students with disabilities and homebound students, but this **Student Attendance** transaction may be used for any high school, preschool with disability, or homebound student.

- The **Student Absence** transaction, which is described in an earlier chapter, captures absence information for use in calculating Average Daily Attendance by subtracting absences from the student's potential membership (calculated from the membership start and withdrawal dates, combined with the school calendar). All student absences should be reported to ADE using the **Student Absence** transaction, but not all will be used for calculating ADA.

While all students' ADA could be determined with data submitted using the **Student Attendance** transaction, using only the **Student Absence** transaction for the vast majority of students not only provides more accurate student-level reporting, but also significantly reduces the number of transactions that must be reported to ADE. It also simplifies Student Detail reporting from the districts to ADE.

Attendance Time Periods

Schools must report their attendance periods to coincide with the way they are stated in statute, which is in one-week increments. **ADE will reject any attendance transaction exceeding a one-week increment.** (One-day periods will also satisfy the statutory attendance period.) Attendance periods may have a maximum of 1-week in length, and only within the ADE-recognized boundaries for a week, which runs Sunday through Saturday.

> *This rule has been stated since the inception of SAIS, but is only being enforced beginning with Fiscal Year 2003-2004.*

Schools must report attendance to coincide with periods set in statute for calculating ADM and ADA, because ADE still will calculate ADM by the timeframes defined in statute for ADM: the first 40 school days, the next 60 school days and the remaining school days. Therefore, then three of those periods must end on the 40th day, the 100th day, and the last day of school.

Submitting both absence and attendance

A school may submit both attendance and absence for a membership. Sometimes it is a necessary result of the status of the pupil. At other times it could happen through an error in the transaction creation program at the school or district site. Note that given certain conditions, if SAIS finds both absence and attendance information for given point in time during a membership, then only the attendance transactions will be used when calculating ADA, and any absences will be used solely for statistical purposes. The funding source hierarchy follows:

both absence and attendance data found on SAIS

grade and homebound setting	*ADA basis*
preschool student with disabilities	attendance*
elementary student, homebound	attendance*
elementary student, not homebound	not possible; attendance would be rejected; ADA uses absence
homebound student, any grade	attendance*
high school student, homebound	attendance*
high school student, not homebound	attendance*

* when attendance is the basis for ADA, any submitted absences will be used for statistical purposes only

> *Note that if ADE receives neither absence nor attendance for a student, SAIS will assume that instructional time is being reported with absences; in other words, the student will be assessed as having perfect attendance. Exception: If instructional time is required by statute to be reported to ADE using attendance, such as for a homebound.*

The following excerpt from the 6/16/2003 **Inside SAIS** newsletter explains this another way:

> In certain circumstances, attendance (versus absence) CAN or MUST be submitted to SAIS for funding students. These circumstances are:
>
> a) Homebound Students MUST report attendance to receive funding (requirement of 240 minutes a week per statute).
> b) PS Students MUST report attendance to receive funding (requirement of 360 minutes a week per statute).
> c) High School Students CAN report using attendance rather than by reporting absences to receive funding (requirement is 1200 minutes a week per statute).

Examples

For all conditions in which attendance is a valid method of submitting school participation, if attendance is ever submitted for a period of time during that membership, attendance must continue to be submitted for the entire that condition exists, or SAIS will calculate it to be zero for all unreported days.

The following examples illustrate the impact of this rule.

Example 1. An elementary school student attends school for one month, then becomes homebound for the remainder of the school year). ADA for the first part of the year (until the date the Student Need of Homebound takes effect) is based on absence. ADA for the second part of the year, beginning the date the Student Need of Homebound started, is based on attendance, even if absences are submitted as well.

Example 2. A high school student attends regular school for the entire year, missing about ten days due to various reasons. The school submitted his first week (no days absent) using the Student Attendance transaction. The school changes their mind, deciding to submit absences instead, and over the ensuing year they submit the ten days of absence. ADA for this student will be calculated solely using attendance. *This means that for an entire year, this student will look as though he was absent for 165 of the 175 days.*

The following structure describes the elements in the Student Attendance transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 017
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new attendance C = Change an existing attendance D = Delete an existing attendance
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Attendance Start Date	ATTSTARTDT	10	D	The date this reported attendance period started
Attendance End Date	ATTENDDT	10	D	The date this reported attendance period ended
Attendance Minutes	ATTMIN	5	I	The amount of time, in minutes, that the student received instruction during the reported attendance period

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements will be changed if supplied with an "add", a "change", and a "delete" operation.

- Attendance End Date
- Attendance Minutes

Element Optionality

This table defines whether each element is required or optional depending on Operation Code.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: the element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 14 Attendance Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Attendance Start Date	R	R	R
Attendance End Date	R	1	X
Attendance Minutes*	R	1	X

1 At least one of these elements must be different from SAIS for this to be a valid "change".

** NOTE: Attendance Minutes does not have predefined code values (by contrast, Absence Amount may only be stated in quarters, with a maximum of one whole day). 0 (zero) is a valid Attendance Minutes value.*

Student Summer Withdrawal

> *The first year that districts are required to begin submitting Student Summer Withdrawal transactions will be for those students who summer withdraw in summer 2002. SAIS will show these summer withdrawals on the Year End Enrollment report for Fiscal Year 2002-2003.*
>
> *For Year End Enrollment reports in Fiscal Year 2001-2002 and earlier, SAIS will continue to accept manual summer withdrawal counts from the districts via DelRep.*

The **Student Summer Withdrawal** transaction relates only to the student who is in membership through the scheduled last day of school but does not return to school, at least not where and when expected. The following students are expected to start membership in a new school year:

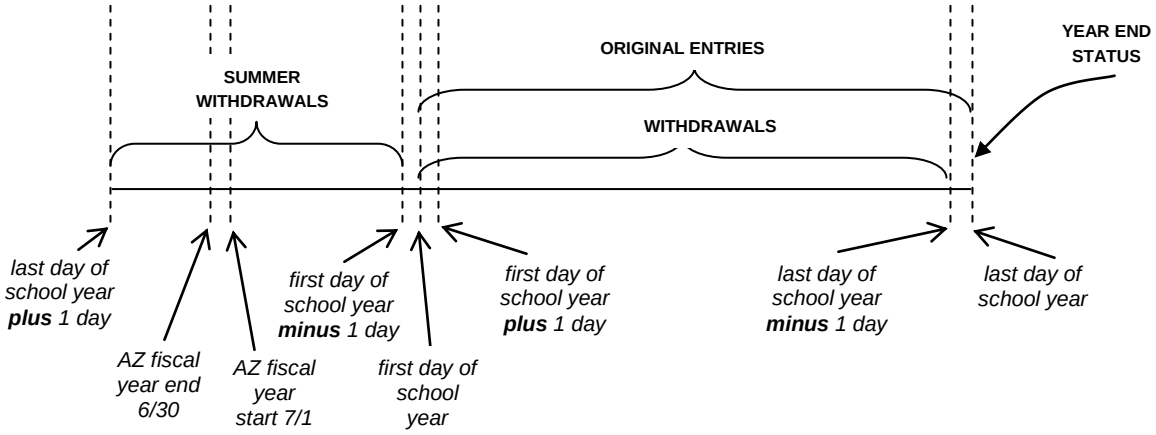
- **Group 1: Returning students.** Each student who is still in membership at the end of the school year in any grade other than the highest grade offered by that school, is expected to continue membership in the same school the next school year. (Note: The student's academic status at the end of the previous year – promoted, retained, etc. – is irrelevant to determining if a student is a "returning student.")

- **Group 2: New students from feeder schools.** Each student who is still in membership at the end of the school year in the highest grade offered by that school, is expected to begin membership for the next school year at the LEA for which that school is a feeder. For example, a child attending an elementary school that serves kindergarten through eighth grade and who is promoted at the end of the year, is expected to begin the next year at the high school that has agreed to accept this school's graduates.

If one of these children fails to start membership in school in the new school year as expected, this is reported to SAIS with the **Student Summer Withdrawal** transaction. The Summer Withdrawal Activity Code classifies activity (1) that affects membership, and (2) that took place after the scheduled last day of school but before the beginning of the next school year. The valid Summer Withdrawal Activity Codes can be found in **Table 16 Summer Withdrawal Activity Codes**.

Timeline of summer withdrawals

The following timeline depicts summer withdrawals in relation to the fiscal year, to the school year, and to other entry and withdrawal activities.



Relationship of summer withdrawal to year end status

Logically, since a student may only have a summer withdrawal if he finished the prior school year at the scheduled year-end, the existence of a Summer Withdrawal Activity Code implies existence of a Year End Status Code for the prior year.

By the same reasoning, a student having a summer withdrawal should not have a regular Withdrawal Code, because that means the student did NOT finish the prior school year at the scheduled year end.

SAIS will not enforce these rules at this time. Districts and vendors will be notified when this validation is planned to be added to the Integrity Checking Process for a future release of SAIS.

Summer withdrawal vs. summer school

Summer withdrawal has nothing to do with summer school. It relates to activities that occur during the summer break, and that result in the student's not starting membership as expected in school at the beginning of the next school year.

Frequently asked questions regarding summer withdrawal

Following are frequently asked questions regarding how summer withdrawals are assigned to a student.

Q1. **Reporting School.** To which school is the summer withdrawal attributed?
A. The school that *should have* received the student in the new school year reports the summer withdrawal.

Q2. **Date:** What date should be used on the transaction?
A. The summer withdrawal date is the date on which the withdrawal activity occurred. For those dates that are uncertain, e.g., no-shows, the school should identify the activity date as near as possible. The summer withdrawal date must be at least one day before the first day of the new school year. It should also be at least one day after the last day of the previous school year at the "sending" school, but this validation will not be done: in cases where two schools are involved, the receiving school might not have the same calendar as the sending school.

Note: **Student Summer Withdrawal,** as is the case with language assessments**,** is one of only two transaction types that will allow activities that occur in one fiscal year to be counted in another fiscal year. For example, summer withdrawals that occur after the end of school for FY 2001-2002, but before July 1st of 2002, will be reported with the data for FY 2002-2003, as illustrated in the diagram in section **Timeline of Summer Withdrawals** earlier in this chapter.

Q3. **Grade:** To what grade should the summer withdrawal be attributed?
A. The grade this summer withdrawal should be attributed to is the student's intended grade for the new school year at this school. "Intended grade" is the grade that the school would have placed the student in had he begun membership in the new year.

Q4. **School Year:** To which school year will ADE attribute the summer withdrawal for the Year End Enrollment report?
A. The summer withdrawal will be attributed to the school year immediately following the summer break containing the reported Summer Withdrawal Date.

Q5. **Due Date:** What is the due date for this information to ADE?
A. No later than May 31st, to allow for enough time for submitters to correct errors.

Withdrawal Reason Codes

Beginning with the 2004-05 school year, SAIS users are required by legislation to capture and report the new student level element Withdrawal Reason Code. Withdrawal Reasons are a secondary reason for the withdrawal (the primary reason being the Withdrawal Activity Code). Withdrawal Reasons are optional, and will not apply to the great majority of students who withdraw from school prior to the last scheduled day of session.

There will be no ADM funding impact related to the Withdrawal Reason Codes.

Since the validity of Withdrawal Reason Code depends on elements that can be changed in other transactions, the validation is not done here in Transaction Processing, but later in Integrity Checking Processing.

Transaction Elements

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 018
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new Summer Withdrawal C = Change an existing Summer Withdrawal Activity Code, Grade Level Code or School Attended End of Previous Year D = Delete an existing Summer Withdrawal
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Summer Withdrawal Date	SUMWDDATE	10	D	The date during the summer break that the student's summer withdrawal occurred.
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Summer Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal activity that occurred during the summer break *See Code Values – Activity (Summer Withdrawal Activity only)*
Grade Level Code	GDLVLCD	3	C	The grade to which the student would have been assigned in the new school year, had he begun membership as expected. *See Code Values – Grade*

field name	abbreviated name	length	data type	description
School Attended End of Previous Year	PREVENTITYID	9	S	School identifier of the school where this student attended at the end of the previous school year; CTDS code *This element is especially relevant for summer withdrawal students who attended a feeder school or any school that is not the school reporting the summer withdrawal (e.g., for a promoted 8th grader who is summer withdrawing from high school, this element would have reflect the ENTITYID of the school where he attended 8th grade).*
Withdrawal Reason Code	WDREASONCD	3	C	The supplemental reason for the withdrawal activity that occurred. *See Code Values – Withdrawal Reason*

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Summer Withdrawal Activity Code
- Grade Level Code
- School Attended End of Previous Year
- Withdrawal Reason Code

Element Optionality

This table defines whether each element is required or optional depending on Operation Code.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: the element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 15 Summer Withdrawal Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Summer Withdrawal Date	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Summer Withdrawal Activity Code	R	R	X
Grade Level Code	R	R	X
School Attended End of Previous Year	R	R	X
Withdrawal Reason Code			X

Community College Classes

This transaction applies only to students attending a community college for classes that count toward the student's high school graduation requirements. ARS § 15-1042.A.2 requires ADE to collect this information from LEA's/schools.

While not every student will be in membership at a high school concurrent while receiving instruction at a community college, every student in this situation should already be on SAIS. The LEA who must submit this information to SAIS is the LEA that permitted the student to attend the community college and that agreed to allow the credits to count toward the student's high school graduation requirements.

Transaction Elements

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 020
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new community college classes C = Change an existing community college classes D = Delete an existing community college classes
Entity ID	ENTITYID	9	S	School identifier; CTDS code of the high school
School Student ID	SCHLSTUID	12	S	School-generated (by the high school) student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Community College Entity ID	CCENTITYID	9	S	School identifier; CTDS code of the community college
Community College Entry Date	CCENTRYDT	10	D	The date the student's instruction began at the community college.
Community College Exit Date	CCEXITDT	10	D	The date the student's instruction ended at the community college.
Community College Classes	CCNUMCLASS	2	I	The number of classes counting toward the student's high school graduation requirements.

Changing Elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following element will be changed with a "change" operation.

- Community College Exit Date
- Community College Classes

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 17 Community College Classes Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Community College Entity ID	R	R	R
Community College Entry Date	R	R	R
Community College Exit Date			X
Community College Classes	R	R	X

Student Test Label Transaction

> *This transaction is only required if the entity wants to receive student pre-id test labels sorted by group, rather than grade.*
>
> *Data elements required for printing **test labels** and not already available in SAIS will be collected for each student at an LEA, via a new SAIS transaction.*

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 022
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new test label. C = Change an existing test label. D = Delete an existing test label.
Entity ID	ENTITYID	9	S	School identifier; CTDS code of the high school
School Student ID	SCHLSTUID	12	S	School-generated (by the high school) student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Group Name	GRPNM	15	S	Testing group name which, if provided, will be used to sort the labels within that grade. Typically, this field will contain Teacher's name or Room numbers.

Changing Elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following element will be changed with a "change" operation.

- Group Name

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 18 Student Test Labels Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Group Name	R	R	

Note on System Message Numbers: *As stated at the beginning of this document in the* ***General Requirements*** *chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the* ***Transaction Requirements: System Messages*** *document.*

Overview of Student Needs and Participation in Programs / Services

Introduction to Needs

A student may require special support to enhance his/her innate capabilities, which may be within or beyond regular norms. Such required support is termed a need. Needs of interest to the ADE student system are those that are defined and funded by federal titles, State Aid and state block grants.

Programs/services address these Needs. Several manners of programs/services exist. The relationship of Need Groups, Needs, and Program/Services is illustrated in the table below.

Table 1 Need groups, Needs, and Programs/Services

need group	***need*** *(used to be called need category or need type)*	***programs/services***	***funded by***
language	English Language Learner – ELL (changed in legislation in 2002 from Limited English Proficiency – LEP)	language programs	federal titles state aid
special education (SPED)	the 18 disability categories (as of 7/1/1999: Autism, Emotional Disability, Emotional Disability Separate Facility/Private, Hearing Impairment, Multiple Disabilities, MD Severe Sensory Impairment, Mild Mental Retardation, Moderate Mental Retardation, Other Health Impairments, Orthopedic Impairment, Preschool-Moderate Delay, Preschool-Severe Delay, Preschool-Speech/Language Delay, Specific Learning Disability, Speech/Language Impairment, Severe Mental Retardation, Traumatic Brain Injury, Visual Impairment)	special education services (*used to be called "service types"*)	federal titles state aid
giftedness	quantitative (math), verbal (language) , non-verbal reasoning	support programs	federal titles, state block grants
economic	free lunch, reduced lunch; homeless, migrant agriculture employment,, immigrant, neglected, refugee		
behavioral	delinquent		
health	homebound	support programs	state aid
academic	math, language arts (reading and/or writing), science, school improvement, social studies, other academic services	support programs	federal titles

A presumed student need is confirmed or refuted by an assessment event. In case a student need is confirmed the student is viewed to be in a state of a particular need; the student no longer has this need when a subsequent assessment event indicates so.

Fiscal year-based need information

Student need information submitted to SAIS is valid for one fiscal year. With the exception of Assessment data, which is submitted in the fiscal year during which the assessment is performed, or the following year, all needs-related data must be resubmitted to SAIS every fiscal year.

Changes to prior years' data

Changes to SAIS data for prior years will only be allowed, subject to approval by ADE's School Finance Department, for elements effecting funding for three years back (on the Membership side, those elements on the Student Membership Change transaction; on the Needs side, those elements related to participation in programs and services). Changes to prior years' non-financial elements (those found on the Student Personal Information transaction) are also accepted.

Elements named "… on Legal Document"

Several data elements refer to a legal document. Arizona law (ARS 15-828) requires that documentation be presented to the school district when a child enrolls for private or public education in the state of Arizona. These documents can be: a certified copy of the pupil's birth certificate, other reliable proof of the pupil's identity and age (such as baptismal certificate, application for social security number, or original school registration records along with an affidavit explaining the inability to provide a copy of the birth certificate); or a letter from the authorized representative of an agency having custody of the pupil, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

Each district determines the document it will accept as a legal document.

Summary of the student needs-related transactions

This document defines the following transactions for the Need – Program/Service Participation relationships.

All Needs
- 011 Student Need

Language Needs
- 012 Student Assessment
- 013 Language Program Participation

Special Education Needs
- 014 SPED Service Participation
- 021 Initial IEP

Early Childhood Program Needs
- 023 Early Childhood Program participation
- 024 Early Childhood Preschool Assessment

All Needs

Student Need Transaction
While this transaction may be used to report a need from any need group, it's only necessary for reporting a Need for a student who is not also receiving a Program or Service for that Need.. For the needs associated with a program or service the student is receiving, it's far more efficient to simply use the **SPED Service Participation**, the **Language Program Participation**, or the **Support Program Participation** transactions to add the need to SAIS.

- to submit student entry to a need in any need group
- to submit student exit from a need in any need group (this is currently only applicable to homebound needs)
- to submit a change to need exit information for any need group (this is currently only applicable to homebound needs)
- to submit a deletion of an incorrectly submitted need for any need group

Language Needs

Student Assessment Transaction
- to submit an assessment
- to submit a change to assessment information
- to submit a deletion of an incorrectly submitted assessment

Language Program Participation Transaction
This transaction applies to the language need group only.

- to submit student entry to a language program (if the need was not previously added for this student for the school year, the need will be added automatically)
- to submit student exit from a language program
- to submit a change to language program participation information
- to submit a deletion of an incorrectly submitted language program participation (if there are no other programs attached to this need for this student for the school year, SAIS will automatically remove the need for this student)

Special Education Needs

SPED Service Participation Transaction
This transaction applies to the special education need group only.

- to submit student entry to a special education service (if the need was not previously added for this student for the school year, the need will be added automatically)
- to submit student exit from a special education service
- to submit a change to special education service information, including SPED Service DOR
- to submit a deletion of an incorrectly submitted special education service participation (if there are no other services attached to this need for this student for the school year, SAIS will automatically remove the need for this student)

Phase II

As defined earlier in the chapter **SAIS In Brief**. The following transactions were not included in the initial implementation of SAIS. They are being incorporated into the SAIS requirements specification for use beginning with FY 2003-2004 and beyond.

Needs other than Language and Special Education
This applies to participation in programs for needs in need groups other than Language and Special Education.
- 015 Support Program Participation

Support Program Participation Transaction

This transaction applies to all need groups other than special education and language.

- to submit student entry to a need associated with a recognized need group and entry to a support program
- to submit entry to a support program
- to submit a deletion of an incorrectly submitted support program

Additional Special Education Requirement
This applies to those 3 years old and under who do not yet receive Special Education Services. This is required for FAPE.
- 021 Initial IEP

Initial IEP Transaction

This transaction does not tie to any Needs, Assessments, Programs, or Services.

- to submit the date a student was given an initial IEP, even though he is not yet receiving SPED services
- to submit a change to the initial IEP date or to the proposed date of initiation of services
- to delete an incorrectly submitted initial IEP

All Needs

Student Need

NOTE: While this transaction may be used to report a need from any need group, it's only necessary for reporting a Need for a student who is not also receiving a Program or Service for that Need. For the needs associated with a program or service the student is receiving, it's far more efficient to simply use the **SPED Service Participation**, the **Language Program Participation**, or the **Support Program Participation** transactions to add the need to SAIS.

NOTE: For all programs/services **except for Support Programs**, when the last Program or Service Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit an 011 transaction. Since funding is sometimes generated based on select Needs associated with some Support Programs, SAIS will not automatically delete any Needs associated with Support Programs. If a Need associated with a Support Program is submitted to SAIS in error, both the Support Program and the Need must be deleted separately.

If a student has been identified as having a particular *Need*, the district or school submits the **Student Need** transaction to record in SAIS the student's entry into that state of need. The transaction requires student identification, the need code and the need entry date. See the section below on **Need Entry and Exit Dates** to determine if a need exit date is required for the specific need being reported.

Only one *Need* can be specified in one transaction. For a student that has been determined to have multiple *Need*s, the school will create one transaction for each *Need.*

Need Entry and Exit Dates

While the state of need has a logical start and sometimes an end, SAIS will only track the exact entry and exit dates when they directly affect funding. For non-Support Program needs, funding is generated for services rendered, not simply for the existence of a need.

Homebound need

Children with a homebound need are funded through the ADM process (Membership). The services a homebound student receives are simply hours of regular instruction, but legislation has set the minimum required hours per week of instruction for full-time equivalence to be far lower than that for other students.

Since Arizona statute has set different required instructional time for homebound students than for all other students, ADE must know exactly when the homebound need began and ended. Districts report the homebound need to ADE using the **Student Need** transaction described in this document.

- When a student is determined to have the need of homebound, submit a **Student Need** transaction "add" operation. The Need Entry Date will be the day the student begins receiving home instruction.
- When the student stops receiving home instruction, submit a **Student Need** transaction "change" operation with the Need Exit Date being the day the student last received home instruction.
- If the student has more than one non-contiguous periods of home instruction throughout the school year, each of those periods must be submitted separately.

In order to calculate the homebound student's ADM properly, **SAIS requires a need entry date for the homebound need.** If the homebound need ends before the student withdraws from school or completes the new school year, **a need exit date** is also required.

All needs other than Homebound

For all needs other than Homebound, funding is generated for services rendered as reported in the various "Program Participation" transactions, which show service start and service end. ADE does not need to know when the student's need itself began or ended, just the service or program participation for that need. **For this reason, for all needs other than Homebound, SAIS will use the start (entry date) only to determine fiscal year, and if a need exit date is submitted, it will be ignored.**

Migrant Needs

Beginning in Fiscal Year 2005, Migrant Needs and Migrant Program Participation will be captured in SAIS using an interface process from the Migrant COEStar database. Migrant Needs and Migrant Program Participation transactions submitted to SAIS from LEAs will be disallowed.

Needs-only students

Occasionally a district might report a student to SAIS for special needs only, meaning that the student does not generate funding from a membership (ADM). In the vast majority of cases where special needs are concerned, a student will attend a state-funded school for regular instruction and a state-funded school for programs or services for their special needs.

For a needs-only student, if the child has not already been assigned a SAIS student identifier, then before the need or the program/service participation may be submitted to ADE, the district must submit a **Student Personal Information** transaction with an "add" operation. The PI "add" transaction will establish the student on the SAIS database and assign a unique SAIS student identifier for that child.

NCLB Indicators

Beginning in FY06, NCLB1 and NCLB2 indicators are included as valid needs in SAIS..

Transaction elements

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description	Comment
Transaction ID	TRANSID	3	I	ID value = 011	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Need C = Change existing Need Exit Date (for homebound and homeless) D = Delete Need	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Need code *See Transaction Requirements: Code Values – Need*	
empty field		*2*	*C*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*	
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. *For all needs **except homebound and homeless**, this element will be used solely to determine the school year during which the need occurred.*	
Need Exit Date	NEEDEXITDT	10	D	The date the student exited the state of having this Need. *For all needs **except homebound and homeless**, this element will not be used.*	FY 2007 to present – added the capture of the homeless need exit date
Primary Nighttime Residence	TBD	2	C	Type of Primary Nighttime Residence – This field will only be required when reporting a Homeless need. See Data Transaction Code Values document – Primary Nighttime Residence	FY 2007 to present

Changing elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Need Exit Date (for homebound, and homeless needs only)
- Primary Nighttime Residence

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 2 Needs Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R
empty field	*X*	*X*	*X*
Need Entry Date	R	R	R
Need Exit Date		1	X
Primary Nighttime Residence	2	2	X

1 although this is the only changeable field on this transaction, it is not required for a valid "change" operation because the "change" might be intended to remove an existing Need Exit Date from the SAIS database

2 Required only if Homeless need submitted for student in the transaction. Otherwise, properly formatted values (length and data type) will be ignored.

Language Needs

> *The terminology used in the language area periodically changes in response to current trends. The language area has included the terms "Bilingual," "Limited English Proficiency," "English Acquisition," and "English Learner." No matter what the current accepted terminology may be, these terms all refer to the language needs area.*

Having a low level of skill in comprehending, speaking, reading, or writing the English language due to upbringing in another language entitles a student to participate in a suitable language program (ARS § 15-751.1). The LEA shall determine what language program is suitable by using an approved assessment method.

Two transactions were designed for the language subject area:

- The **Student Assessment** transaction is designed to capture data concerning assessments administered to a student in order to identify a language need.
- The **Language Program Participation** transaction is designed to capture data concerning entry to/exit from a language program in which the student participates.

How to use the Language-related transactions

- When the student has a language-related assessment, submit the **Student Assessment** "add" operation to record that assessment in SAIS.

- When the student begins participation in a language program, submit the **Language Program Participation** "add" operation to establish the student's program entry date. (This transaction will automatically register the language need – if it doesn't already exist -- in SAIS for this student for the entire fiscal year.)

- When the student ends participation in that language program, submit the **Language Program Participation** "change" operation to exit the student from that program. (The Need information will not change on SAIS.)

- If a student's participation was reported in error, submit the **Language Program Participation** "delete" operation to exit the student from that program. (If there are no other language programs for the student this school year, this will automatically delete the language need for this student.)

Student Assessment

As stated earlier in the introduction to this **Language Needs** chapter, assessment events confirm or refute a student's presumed need. This transaction is independent of need. At this time, only assessment events related to the language need must be submitted to SAIS, although in the future this transaction could be used to submit assessment information pertaining to any need in any need group.

Assessment rules:

BR ID	Rule Description	FY05	FY06	Date Revised	Reviser
SD-INT-AST-001	Each student participating in a language program must have an assessment the most recent of which demonstrates that the student is in need of language program assistance.	Y	Y		
SD-TX012-AST-001	The date on the assessment transaction should be the date the assessment was performed.	Y	Y		

Transaction Elements

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description	Comment
Transaction ID	TRANSID	3	I	ID value = 012	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Assessments C = Change Assessment elements D = Delete Assessments	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
empty field: formerly Assessment Code: element no longer collected.		3	C	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*	Revised in FY06
empty field: formerly Assessment Result Code: element no longer collected		2	C	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*	Revised in FY06
Oral – Assessment Date	ASSMNTDT	10	D	The date the oral assessment sub-test was finalized.	Revised in FY06
Oral - Assessment Score	ASSMNTSCORE	3	I	The oral SELP sub-test scaled score.	Revised in FY06
Oral - Proficiency Level		2	C	The proficiency level achieved during the SELP oral sub-test.	Added in FY06
Reading - Assessment Date		10	D	The date the reading SELP sub-test was finalized.	Added in FY06
Reading - Assessment Score 2		3	I	The reading SELP sub-test scaled score.	Added in FY06
Reading - Proficiency Level		2	C	The proficiency level achieved during the SELP reading sub-test.	Added in FY06
Writing - Assessment Date		10	D	The date the writing SELP sub-test was finalized.	Added in FY06
Writing - Assessment Score 2		3	I	The writing SELP sub-test scaled score.	Added in FY06
Writing - Proficiency Level		2	C	The proficiency level achieved during the SELP writing sub-test.	Added in FY06

field name	abbreviated name	length	data type	description	Comment
Overall Assessment Result	ASSMNTRSCD	2	C	The assessment result *See Transaction Requirements: Code Values – Assessment Results*	
Overall Total Composite Scaled Score		3	I	The total composite scaled score achieved by the student after all sub-test results have been scored.	Added in FY06
Overall Proficiency Level		2	C	The overall proficiency level achieved.	Added in FY06

Information Notes:

1. A score of 999 indicates a student in Continuing FEP status. Submitting this information to SAIS is optional. SAIS will track Continuing FEP students internally.
2. A score of 998 indicates the student did not attempt to complete assessment sub-test.

Changing Elements

The following elements may be changed using this transaction with a "change" operation.

- Oral - Assessment Score
- Reading – Assessment Score
- Writing – Assessment Score
- Oral – Proficiency Level
- Reading – Proficiency Level
- Writing – Proficiency Level
- Overall Assessment Result
- Overall Total Composite Scaled Score
- Overall Proficiency Level

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 3 Assessment Transaction Element Optionality

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 3 Assessment Transaction Element Optionality – FY06

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R

element	*add*	*change*	*delete*
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Oral - Assessment Date	R	1,3	R
Oral - Assessment Score	R	1,2	R
Oral - Proficiency Level	R	1,2	R
Reading - Assessment Date	R	1,3	R
Reading - Assessment Score	R	1,2	R
Reading - Proficiency Level	R	1,2	R
Writing - Assessment Date	R	1,3	R
Writing - Assessment Score	R	1,2	R
Writing - Proficiency Level	R	1,2	R
Overall Assessment Result	R	2	R
Overall Total Composite Scaled Score	R	2	R
Overall Proficiency Level	R	2	R

[1] At least one sub-test's (Oral, Reading, or Writing) current Assessment Date, Assessment Score, and Proficiency Level must be submitted for a valid "change" operation.
[2] At least one of these elements must be different from SAIS for a valid "change" operation.
[3] To change an assessment date, you must submit a "delete" transaction with the incorrect/current assessment date and subsequently submit an "add" transaction with the correct/new assessment date.

Note: The following new FY 2006 transactional (import) validation rules associated with the 012 Assessment transaction are listed below:

SD-TX012-AST-007.1

Beginning in FY06, all assessment score elements (Oral, Reading, Writing, and Overall Total Composite Scaled Score) have a code value range of 100-999.

FAILURE -21010: Invalid range for Assessment Score: Valid range is 100-999

SD-TX012-AST-007.1

To successfully use an Overall Assessment Result code 6 (Continuing FEP), the Overall Assessment score must contain a numeric value of 999.

FAILURE -21018: The Overall Assessment Score for transactions with an Overall Assessment Result code of 'Continuing FEP' must contain the numeric value 999.

FAILURE -21019: The Overall Assessment Result Code for transactions with an Overall Assessment Score numeric value of 999 must contain the code value of 6 (Continuing FEP).

SD-TX012-AST-007.3

There are additions and changes to required elements for FY06. The Assessment Transaction Element Optionality table identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (Operation Code).

FAILURE -21001: Missing required element: Assessment Date
FAILURE -21009: Missing required element: Assessment Score

FAILURE -21011: Missing required element: Proficiency Level
FAILURE -21013: Missing required element: Overall Assessment Result
FAILURE -21014: Missing required element: Overall Total Composite Scaled Score
FAILURE -21015: Missing required element: Overall Proficiency Level

SD-TX012-AST-007.4

The fiscal year identified by the Oral, Reading, and Writing Assessment Dates must be in the same as the fiscal year identified in the header of the file.

FAILURE -21008: The submitted Assessment Date is not valid for the submitted fiscal year.

SD-TX012-AST-008.3A.5

Only one assessment will be allowed to be recorded in SAIS per student per fiscal year for any individual district or charter holder. Attempts to add an assessment record with a different date from a record that exists on SAIS within the same fiscal year from the same school district or charter will fail on import.

FAILURE -21017: Student has an existing assessment within the same district/charter holder this fiscal year.

SD-TX012-AST-008.3A.6

If an assessment is submitted by a second district/charter within the same fiscal year as an assessment record that already exists in SAIS, SAIS will accept the transaction and issue a warning to the effect that an assessment already exists in SAIS for the fiscal year.

WARNING -221002: Student has an existing assessment at a different district/charter holder this fiscal year.

SD-TX012-AST-008.3C.6

If submitting a Change operation for any sub test or Overall elements, all 3 elements of at least one sub test must be submitted (i.e. Date, Score and Proficiency Level).

FAILURE -21016: An assessment transaction Change operation must include at least one sub-test's Assessment Date, Assessment Score, and Proficiency Level.

Language Program Participation

This transaction applies to participation in programs associated with the language need group only. (See Table 1 for relevant needs.)

See the section **How to use the Language-related transactions** in the beginning of this **Language Needs** chapter for instructions on how this transaction is to be used.

Language Rules

1. At any given time a student may participate only in one language program.
2. ELL should always tie up to a membership at the school, so that when a membership ends the ELL program participation should end as well.
3. When the last Language Program Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit an 011 transaction.

How to Change a Student's Scheduling Track Mid-Year

> ***Open Issue:*** *The issue of how to change a student's calendar track mid-year is currently under discussion for possible refinement and redesign for FY2005. Further information will be published shortly. (Issue last updated 2-6-2004.)*

SAIS does not anticipate that students will often be changing tracks mid-year specifically for their language programs. Therefore, there is no dedicated transaction for this. To accomplish a mid-year track change, the district should take the following steps.

- Exit the student from the language program and the previous Track he was scheduled in
- Enter the student effective the following day, for the same language program but in the new Track

Transaction Elements

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	Description
Transaction ID	TRANSID	3	I	ID value = 013
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Program Participation C = Change existing language program participation information D = Delete Program Participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier

field name	abbreviated name	length	data type	Description
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Need Code	NEEDCD	5	C	Need code *See Transaction Requirements: Code Values – Need* *NOTE: At this time, the only appropriate value for this transaction is the need code for language (LEPS).*
Program Code	PROGSVCCD	2	C	Type of program or service *See Transaction Requirements: Code Values – Language Programs*
Program Entry Date	PSENTRDT	10	D	The date the student entered the program/service
Program Exit Date	PSEXITDT	10	D	The date the student exited the program/service
Program Exit Reason Code	PSEXITRSNCD	2	C	Reason for exiting the language program *See Transaction Requirements: Code Values – Language Program Exit Reason*
Language Participation Status	LANGSTAT	2	C	Status of the student's participation in a language program compared with the previous enrollment (i.e., the student is new to a language program or is continuing in a language program from previous school year or previous enrollment this year) *See Transaction Requirements: Code Values – Language Participation Status*

Changing Elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Program Exit Date
- Program Exit Reason Code
- Language Participation Status

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 4 Language Program Participation Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R
Program Code	R	R	R
Program Entry Date	R	R	R
Program Exit Date	1	1, 2	X
Program Exit Reason Code	1	1, 2	X
Language Participation Status	R	R	X

1 If either of these fields is submitted, then both must be included for a valid "add" or "change" operation.

2 Note that although these are changeable fields, values are not required, because the "change" might be intended to remove an existing Program Exit Date and Program Exit Reason Code from the SAIS database.

Special Education Needs

SPED Service Participation

This transaction applies to needs associated with the special education need group only. (See Table 1 for relevant needs.)

Special education provisions are anchored in ARS § 15-761.30. The special education categories (e.g., Autism, Emotional Disability, Preschool Moderate Delay, etc.) are defined as ***Needs***. The service (e.g., outside regular class at least 21% but no more than 60% of the day, etc.) provided to a student with a diagnosed special education-related ***Need*** is considered to be participation in a ***Service*** (akin to Program for all other Need Groups). Funding for services is based on when the student received – or participated in – those services. Hence, this special education need groups services are associated with an entry and an exit.

The transaction allows only one combination of Need & Service to be submitted at a time. If the need is not already on SAIS for the fiscal year, SAIS will automatically add it based on this transaction. The Need is recorded in SAIS only once for the entire fiscal year. If over time the student receives multiple Services for a single Need, the entry and exit to each of those Services must be reported to SAIS on a separate transaction.

NOTE: When the last SPED Service Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit an 011 transaction.

Funded SPED District of Residence (DOR)

> *As described in the Membership Requirements document, district of residence is a logical construct as defined in Arizona statute. It specifically refers to funding. Therefore, to make the distinction between where a student lives (physical) and what considerations have been made for funding (logical) the name of this element is the Funded SPED Service DOR.*

The Funded SPED Service DOR will be set with an "add" operation. The SPED Service DOR Entry Date and SPED Service DOR Exit Date will default to the SPED Service Entry Date and SPED Service Exit Date respectively. To change a Funded SPED Service DOR, please use the **SPED Service Participation** transaction.

> ***NOTE:*** *The Funded SPED Service DOR may or may not be the same as the District of Residence for school membership. Adding or changing the Funded SPED Service DOR does not affect or change the District of Residence associated with the student's school membership. If the District of Residence associated with the* ***membership*** *needs to be changed, use the* ***Student District of Residence Transfer*** *transaction.*

Uses of the SPED Service Participation transaction

The transaction is designed to capture the following situations. The required **SPED Service Participation** transactions are listed with each.

A student may be diagnosed to have multiple ***Need*s** and may participate in multiple special education ***Services***. However, a student may participate in only one ***Service*** at a time for a single ***Need***.

Need Entry Date only serves to tell us what fiscal year the need exists in. Logically the student must have the need at least as early as receiving a service for that need, so Need Entry Date should be the same as or earlier than SPED Service Entry Date, but this is not required from a system standpoint so this validation will not be done.

1. Initial diagnosis indicating that student has a Need and the student has been placed in a Service. If a SPED Service Participation transaction is received with no previous Need established, SAIS will create one.
   - An "add" operation to submit Service entry. If the specified Need was not previously added for this student for the school year, the need will be added automatically.

2. Transfer to a different Service while staying in current Need.
   - A "change" operation to submit Service exit for the previously submitted Service
   - An "add" operation to submit Service entry for the new Service

3. Re-diagnosis indicating that student no longer has a previously submitted Need.
   - A "change" operation to submit the Service exit.

4. Diagnosis or re-diagnosis indicating that in addition to the previously submitted Need, the student has another Need and has been placed in a Service.
   - An "add" operation to submit the new Need entry and Service entry.

5. Re-diagnosis indicating that student Need has changed relative to the previously submitted Need: the student no longer has the previous Need but instead has a new one.
   - A "change" operation to submit exit from the previously submitted Service
   - An "add" operation to submit entry to the new Need (and Service if the student has already started receiving a Service for the new Need).

6. To delete a SPED Service Participation submitted in error to SAIS.
   - A "delete" operation to delete the Service Participation. If there are no other services attached to this need for this student for the school year, SAIS will automatically remove the need for this student.

How to Change a Student's Scheduling Track, DOR, or Grade Mid-Year

SAIS does not anticipate that Special Education students will be changing tracks, DORs, or Grades mid-year very often. Therefore, there is no dedicated transaction for this. To accomplish a mid-year track, DOR, or Grade change, the district should take the following steps.

- Exit the student from the SPED service.

Enter the student effective the following day, for the same SPED service but with the new values.

Transaction Elements

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 014
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new SPED Service and, possibly, Need C = Change Special Education Service information D = Delete a SPED Service Participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Need Code	NEEDCD	5	C	Category of special education Need See Transaction Requirements: Code Values – Need
empty field		2	C	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. Note: This element will be used by SAIS only to determine the fiscal year in which the student receives services for this Need.
empty field		10	D	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
SPED Service Code	SPEDPROGSVCCD	2	C	Type of special education service See Transaction Requirements: Code Values – Special Education Service
SPED Service Entry Date	SPEDENTRDT	10	D	The date the student entered the program/service
SPED Service Exit Date	SPEDEXITDT	10	D	The date the student exited the program/service
SPED Exit Reason Code	SPEDEXRSNCD	2	C	Reason for exiting the SPED service See Transaction Requirements: Code Values – Special Education Service Exit Reason
SPED Grade	SPEDGRADE	3	C	The student's grade placement. (The SPED grade should be the same as the grade for the student's membership transaction.) See Transaction Requirements: Code Values – Grade
Funded SPED Service DOR	SPEDDORID	9	S	The Funded school district in which student resides or to which student's residence is assigned for this SPED Service; CTDS code
empty field: formerly SPED Neighborhood School Indicator: element no longer collected.		1	L	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*

field name	abbreviated name	length	data type	description
SPED Special Enrollment Code	SPEDSPECENR	2	C	Special dispensation (e.g., CEC-B) granted for a single enrollment (or program/service) allowing the student to attend this school, which is outside his normal district of residence See Code Values – Special Enrollment
SPED Federal Primary Indicator	TBD	1	L	Indicates if the SPED Need being serviced is the Primary Federal Need. If the student is found eligible in one or more disability category, it means the disability category that has the greatest adverse impact on the students' ability to access and progress through the general curriculum. This information should be found in the current multidisciplinary evaluation team report.

Changing Elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- SPED Exit Date
- SPED Exit Reason Code
- SPED Special Enrollment Code
- SPED Grade
- Funded SPED Service DOR
- SPED Federal Primary Indicator

> *NOTE: The "change" operation does not work for SPED Grade changes between PS and non-PS grades. For grade changes involving PS, the SPED service for the earlier grade must actually be exited and the SPED service for the later grade added new. The reason for this is that SPED services for preschool and non-preschool, while using the same set of letter abbreviations, are actually completely separate and different sets of services, having different rules and eligibility requirements.*

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 5 SPED Service Participation Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R, 2
empty field	*X*	*X*	*X*
Need Entry Date	R	R	R, 2
empty field	*X*	*X*	*X*
SPED Service Code	R	R	R
SPED Service Entry Date	R	R	R
SPED Service Exit Date		1	X
SPED Exit Reason Code	3	1,3	X
SPED Grade	R	R	R
Funded SPED Service DOR	R	R	R
element no longer collected: SPED Neighborhood School Indicator	X	X	X
SPED Special Enrollment Code		1	
SPED Federal Primary Indicator	R	R	X

1 A valid "change" operation might contain NONE of these optional fields because the intent of the "change" could be to eliminate existing exits or to remove a Special Enrollment Code from the SAIS database.

2 On a "delete" operation, the need will ONLY be deleted if there are no other programs or services associated with it on the SAIS database.

3 SPED Exit Reason Code is required when a SPED Exit Reason Date is submitted.

SPED Service DOR

The Funded SPED Service DOR (District of Residence) – called the SPED DOR – is the funded district of residence for the special education service only and should not be confused with the district of residence associated with a student's school membership. The Funded SPED Service DOR is captured in the **SPED Service Participation** transaction.

DOR is an essential factor in state aid. The DOR is not necessarily the district in which the student physically resides. DOR as used at ADE is defined in Arizona Statute as a logical construct that enables a district to receive state money generated by a specific student's school membership, even though sometimes that district is not the one providing the educational services. Therefore, the SAIS element name is "Funded District of Residence". Each student participating in a special education program must have a declared DOR. (While logically the DOR declared for a student's special needs – his SPED DOR – should be the same as the DOR declared for his regular instruction, SAIS has provided for these two areas to be handled separately. Analysis of the submitted data will make it clear if this is how business is actually done.)

A student may change SPED DOR while continuing to participate in the same special education service. When this happens during the school year while the student continues to attend the same school, a **SPED Service DOR change, submitted through the SPED Service Participation transaction,** must be submitted to ADE. This transaction can also be used for changing the end date of a child's belonging to a SPED DOR.

Support Program Participation

This transaction applies to needs in all need groups other than language and special education. (See Table 1 for relevant needs.) The **Support Program Participation** transaction is the source of automated federal titles and state block grants reports. It is used to submit participation in only those programs listed in the Support Programs table in the **Code Values** document.

Uses of the Support Program Participation transaction

The following rules apply to Support Program Participation as far as SAIS is concerned. .

> *Support programs and related Needs are to be reported using the State fiscal year (July 1-June 30).*

1. A Support Program applies to a single need, some to more than one need, and some to no need (this final case is when a program is offered as general support to students, not requiring that participating students be identified with any specific Need).

2. At any given time a student may participate in multiple different Support Programs. For example: a student A has been identified to have 2 Needs: Homeless (an economic disadvantage) and Math (an academic disadvantage). This student might participate in the following Support Programs:

Support Program	This specific occurrence of the program supports the Need of …
21 (21st Century program)	6 (Homeless)
21 (21st Century program)	13 (Math)
21 (21st Century program)	{null}
22 (HOMELESS)	6 (Homeless)
28 (Title I Mathematics)	13 (Math)

3. A student may participate in the same program more than once during a fiscal year, but a student may participate in a single occurrence of a specific Support Program for one Need at a time.

   To illustrate this, see the last entry in the table below that lists valid combinations of programs for a single student:

Support Program	… Need …	Start Date	End Date*
21 (21st Century program)	6 (Homeless)	8/18/2003	12/19/2003*
21 (21st Century program)	13 (Math)	8/18/2003	
21 (21st Century program)	{null}	8/18/2003	
22 (HOMELESS)	6 (Homeless)	8/18/2003	
28 (Title I Mathematics)	13 (Math)	8/18/2003	
21 (21st Century program)	6 (Homeless)	1/5/2004	*

* Note that since for FY2004-05 SAIS does not capture the program's end date, for FY2004-05 SAIS will only check that a single specific support program is not submitted for a student more than once with the same start date. Beginning with FY2005-06 SAIS will capture program start and end dates. At that time, SAIS will validate that specific combinations of (Support Program + Need) don't overlap.

SAIS will handle the Need / Support Program participation relationship in the following way.

Initial placement in a Program. The LEA submits an "add" operation to submit Program entry to SAIS.

- If the Need specified in the transaction has not already been established in SAIS, SAIS will create one automatically.

Deleting a Support Program Participation.

- The LEA submits a "delete" operation to remove the Program Participation submitted in error.
- If there are no other Programs attached to this Need for this student for the school year, SAIS will automatically remove the Need for this student.

Transaction Elements

> *NOTE: This transaction is a clone of the Language Program Participation transaction (013). Several fields used in that transaction are not used here: each has been marked as an "empty field". ADE will ignore any values in fields named "empty field". Some of these fields will be added to this transaction for FY2004-05 (see the individual element descriptions below). These "empty fields" will be reused for another purpose in a future year.*

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 015
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Support Program Participation and, possibly, Need D = Delete a Support Program Participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Need Code	NEEDCD	5	C	Need code *See Transaction Requirements: Code Values – Need*
Program Code	PROGSVCCD	2	C	Type of program or service *See Transaction Requirements: Code Values –Support Programs*
Program Entry Date	PSENTRDT	10	D	The date the student entered the program/service

field name	abbreviated name	length	data type	description
Program Exit Date	*PSEXITDT*	10	D	The date the student exited the program/service *(implemented for FY2006 to present)*
empty field	*empty field*	*2*	*C*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
empty field	*empty field*	*2*	*C*	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*
Receiving CTDS	*TBD*	*9*	*S*	*Receiving School CTDS. This field will be required only when reporting a Transportation/School Choice support program.*

Changing Elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Program Exit Date
- Receiving CTDS

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 8 Support Program Participation Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	X	X	X
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	1,2	X	1,2
Program Code	R	R	R
Program Entry Date	R	R	R
Program Exit Date	*3*	*3*	*X*
empty field	*X*	*X*	*X*
empty field	*X*	*X*	*X*

element	*add*	*change*	*delete*
Receiving CTDS	*4*	*4*	*X*

*1 A Need is required for some Program Codes but not for all. See the **Data Transaction Code Values** document, table "**Support Programs**" for allowable combinations. Note: A Need is always required for a Support Program unless specifically stated otherwise in the Support Programs table.*

2 On a "delete" operation, the need will ONLY be deleted if there are no other programs associated with it on the SAIS database.

3 *A valid "change" operation might contain NONE of these optional fields because the intent of the "change" could be to eliminate and existing support program exit date.*

4 Required only if associated with student's participation in the Transportation/School Choice Program.

Initial IEP

This transaction applies to Preschool age students or younger. SAIS will only accept Initial IEP transactions for those children who are less than 5 years of age by September 1st of the current fiscal year.

IDEA requires for FAPE purposes that we must account for Initial IEPs for students less than three years old (pre-preschool) **BEFORE they receive Special Education services**. IDEA requires ADE to collect this information from LEA's/schools.

**Note* - A student may be considered 3 years old if they are within 90 days of their 3rd birthday (ARS § 15-771 G).*

IDEA requires that the state ensure that each eligible child receive a free, appropriate public education (FAPE) no later than the child's 3rd birthday.(USC 300.121) FAPE is not, in all cases, the same as the first service delivery date. Prior to FY2005 when ADE begins collecting this information, Arizona under-reported our success on FAPE for 3 year olds because the SAIS system only had information on children **receiving services** by their 3rd birthday.

In addition to the above FAPE requirement, beginning in FY 2006, an Initial IEP must be submitted for those students with SPED Service participation who are less than 5 years of age by September 1st of the current fiscal year (Preschool exit age validation criteria), This validation will occur in Integrity, but is noted here for information purposes.

Beginning in FY 2006, SAIS will accept an Initial IEP Date element in the current fiscal year or one fiscal year prior in the Initial IEP transaction.

Beginning in FY 2006, submitters of Initial IEP must indicate if the student was enrolled in an Arizona Early Intervention Program (AzEIP).

Students not yet on SAIS

Since this transaction collects information on children not yet receiving services, it stands to reason that they will not be in the SAIS database prior to receiving their initial IEP. Therefore, data for these children will require the same considerations as that for "Needs-Only" students (described earlier in this document in the **All Needs / Needs** chapter, in the section titled **Needs-only students**. The below box describes how to get a SAIS student identifier (the "SAIS ID") for the children being reported on this Initial IEP transaction.

In most cases the child will not already have been assigned a SAIS student identifier. In these cases, before the Initial IEP may be submitted to ADE, the district must submit a **Student Personal Information** transaction with an "add" operation. The PI "add" transaction will establish the student on the SAIS database and assign a unique SAIS student identifier for that child.

After the child has been assigned a SAIS ID, use that SAIS ID when submitting the Initial IEP transaction for that child.

Transaction Elements

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 021
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Initial IEP C = Change an existing Initial IEP D = Delete an existing Initial IEP
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Initial IEP Date	INITIEPDT	10	D	The date of the initial IEP meeting that ensures FAPE.
Proposed Service Initiation Date	SVCINITDT	10	D	The proposed date for the initiation of services.
AzEIP Indicator	AZEIP	1	L	Defines if student is enrolled in an Arizona Early Intervention Program.

Changing Elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following element will be changed with a "change" operation.

- Initial IEP Date
- Proposed Service Initiation Date
- AzEIP

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 9 Initial IEP Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Initial IEP Date	R	R	R
Proposed Service Initiation Date	R	R	X
AzEIP Indicator	R	R	X

Note: The following new FY 2006 transactional (import) validation rules associated with the 021 Initial IEP transaction are listed below:

SD-TX021-IEP-002.2.1

Allow the submission of an Initial IEP transaction where the Initial IEP Date is in the current or current minus one FY.

ERROR: -36007: Initial IEP date must be in the current fiscal year or one prior fiscal year

SD-TX021-IEP-002.3A.2

ESS only needs Initial IEP data for preschool age and younger. This information is not needed for any other grade or age group.

ERROR: -36006: Initial IEP data need only be submitted for PS age and younger students less than 5 years of age by September 1st; {birth date}

Early Childhood Program Participation

From FY 2007 forward, SAIS will begin collecting Early Childhood Program Participation. This transaction is designed to capture data elements that are directly related to Programs in which Preschool students participate.

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 023
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add New Preschool Program Participation C = Change Existing Preschool Program Participation information D = Delete a Preschool Program Participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code, where student is participating in the Preschool program
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier (SAIS ID)
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Preschool Program Type	PSPROGTYPE	2	C	Program in which student is participating *See Code Values – Preschool Program Type*
Program Entry Date	PGMENTRYDATE	10	D	The date the student entered the program
Program Exit Date	PGMEXITDATE	10	D	The date the student exited the program
Program Partner ID	PROGPARTID	9	S	School identifier; CTDS code, of district, charter or other agency reporting data on Entity's behalf, OR with which the Entity has a relationship
Family Income Indicator	FMLYINCIND	1	B	Used for students enrolled in the Even Start or Family Literacy Program to who whether the family is at or below the poverty level
Living in Household Indicator	LIVHSHLDIND	2	C	Used for students enrolled in the Early Childhood Block Grant Program to determine parental employment status *See Code Values - Preschool Early Childhood Block Grant -* ***Living in Household Indicator***
Mother Employment Status	NEWSPECENREND	1	B	Used in conjunction with Living in Household Indicator if living with Mother or Both
Father Employment Status	OLDTUITPAYRCD	1	B	Used in conjunction with Living in Household Indicator if living with Father or Both

Changing Elements

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements will be changed with a "change" operation.

- Preschool Exit Date
- Program Partner ID
- Family Income Indicator
- Living in Household Indicator
- Mother Employment Status
- Father Employment Status

Element Optionality

This table defines whether each element is required or optional.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Preschool Program Participation Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Preschool Program Type	R	R	R
Program Entry Date	R	R	R
Program Exit Date		3	x
Program Partner ID		3	x
Family Income Indicator	4	3	x
Living in Household Indicator	1	3	x
Mother Employment Status	2	3	x
Father Employment Status	2	3	x

1 If Preschool Program Type is Early Childhood Block Grant, then this field is required, otherwise it will be ignored.
2 If Living in Household Indicator is provided, these fields could be required dependant on the value of the indicator
3 At least one of these elements must be different on SAIS for this to be a valid change
4 If Preschool Program Type is Even Start or Family Literacy, then this field is required, otherwise it will be ignored

Early Childhood Preschool Assessment

From FY 2007 forward, SAIS will be collecting Early Childhood Assessments. Statutory references include:

The Arizona Department of Education (Department) will adopt one or a small number of appropriate, comprehensive, valid and reliable assessments for progress monitoring and for measuring outcome indicators in preschool children in any or all early childhood programs administered by the Department. Local educational agencies and their schools will select an allowed assessment and assess the preschool student in order to monitor progress of children and to meet the requirements of the 2004 Individuals with Disabilities Education Improvement Act (IDEA), Part B, Section 619, or to provide accountability data for the State Early Childhood Block Grant (A.R.S. §15-1251) or to provide accountability data for the State Family Literacy Program (A.R.S. §15-191.01) and Title 1 Even Start Program (Title 1, Part B, Subpart 3). This adoption is in addition to the two assessments currently required for Title 1 Even Start Programs (Peabody Picture Vocabulary Test and Preschool Assessment of Literacy Skills – Pre-K).

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 024
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add New Preschool Assessment C = Change Existing Preschool Assessment information D = Delete a Preschool Assessment
Entity ID	ENTITYID	9	S	School identifier; CTDS code, where Preschool Assessment was given
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier (SAIS ID)
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Responsible Entity ID	RESPENTITYID	6	S	Responsible District or Charter Holder CTD Number
Preschool Assessment Type	PSASSTYPE	2	C	Assessment Type that student received *See Code Values – Preschool Assessments*
Assessment Date	ASSDATE	10	D	The date the student took the assessment
Test Score 1	TESTSCORE1	3	I	Score of Test Area
Test Score 2	TESTSCORE2	3	I	Score of Test Area
Test Score 3	TESTSCORE3	3	I	Score of Test Area
Test Score 4	TESTSCORE4	3	I	Score of Test Area
Test Score 5	TESTSCORE5	3	I	Score of Test Area
Test Score 6	TESTSCORE6	3	I	Score of Test Area
Test Score 7	TESTSCORE7	3	I	Score of Test Area

field name	abbreviated name	length	data type	description
Test Score 8	TESTSCORE8	3	I	Score of Test Area
Test Score 9	TESTSCORE9	3	I	Score of Test Area
Test Score 10	TESTSCORE10	3	I	Score of Test Area
Test Score 11	TESTSCORE11	3	I	Score of Test Area
Test Score 12	TESTSCORE12	3	I	Score of Test Area

Changing Elements
*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements will be changed with a "change" operation.

- Responsible Entity ID
- Test Score 1
- Test Score 2
- Test Score 3
- Test Score 4
- Test Score 5
- Test Score 6
- Test Score 7
- Test Score 8
- Test Score 9
- Test Score 10
- Test Score 11
- Test Score 12

Element Optionality
This table defines whether each element is required or optional.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Preschool Assessment Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Responsible Entity ID	R	2	
Preschool Assessment Type	R	R	R

element	*add*	*change*	*delete*
Assessment Date	R	R	R
Test Score 1	R	2	x
Test Score 2	1	2	x
Test Score 3	1	2	x
Test Score 4	1	2	x
Test Score 5	1	2	x
Test Score 6	1	2	x
Test Score 7	1	2	x
Test Score 8	1	2	x
Test Score 9	1	2	x
Test Score 10	1	2	X
Test Score 11	1	2	X
Test Score 12	1	2	X

1 The amount of Test Scores required will depend on the Assessment Type; this will be shown in the Preschool Assessment Type table in the Codes Value document

2 At least one of these elements must be different on SAIS for this to be a valid change

How To Change Specific SAIS Elements

"Change" operations – transactions with an Operation Code of "C" – will update data on the SAIS tables. Every element on the transaction must be submitted, but only those elements with values different from those already on SAIS will undergo the edits described in this document. The following general rules apply to "change" operations for all Student Database transactions except where explicitly noted otherwise.

- All elements on the transaction must be submitted, including empty fields for any optional elements that have no values. SAIS will compare the submitted values to those already on SAIS, and then update the elements that have changed.

- Which elements may be changed depends upon the transaction submitted. They are listed in the section for each transaction titled **Changing Elements**.

- Keys to a database row may not be altered with a "change" operation. The rows containing existing key information must be deleted from the database (by submitting a transaction with a "delete" operation and the old data) and the new key information re-added (by submitting a transaction with an "add" operation and the new data). If SAIS detects that the value for a key field on the "change" operation differs from the value already on SAIS, the transaction will be rejected.

- Start dates, signified by terms such as "start", "begin", "enter", "open", "effective", etc., may not be changed with a "change" operation. Start dates almost always form part of the key to a database row. These can only be changed using the method described above.

- End dates, signified by terms such as "end", "exit", "close", etc.) *usually* **may** be changed with a "change" operation. Usually, end dates are **not** part of the key to a database row.

As stated in the first bullet item above, every element on the transaction must be submitted. Elements that allow spaces or nulls (such as the student's middle name) may be "blanked out" on SAIS by submitting an empty field (submitting nothing between the "comma" field delimiters – no element delimiters, no values). An example follows.

These are the first 12 elements at the beginning of the Student Enrollment transaction.

element	*data type*	*value*
Transaction ID	I	001
Vendor Defined Field	S	anything
Operation Code	S	C
Entity ID	S	010201001
School Student ID	S	99-1-1-73294
Student ID	I	1234567890
First Day of Membership	D	1999/08/23
Track Number	I	1
Membership Type	C	M
First Name on Legal Document	S	Judy
Middle Name on Legal Document	S	
Last Name on Legal Document	S	Jetson
(continued)	…	…

Using the delimiters documented earlier in section **Delimiters & Data Types**, below is how the first 12 elements of this transaction would look.

001,"anything","C","010201001","99-1-1-73294",1234567890,#1999/08/23#,1,{M},"Judy",,"Jetson", …

The following table lists the transaction(s) used to change each data element for the membership area.

element	***transaction to change***
Absence Amount	Student Absence "change" operation
Absence Date	Student Absence "delete" operation to erase existing data, then Student Absence "add" operation to add new data
Absence Reason Code	Student Absence "delete" operation to erase existing data, then Student Absence "add" operation to add new data
Activity Code: Enrollment, Readmission, Withdrawal, Summer Withdrawal	see Enrollment Activity Code or Readmission Activity Code or Withdrawal Activity Code or Summer Withdrawal Code, respectively; "change" operation
Assessment Code	cannot be changed
Assessment Date	Student Assessment “delete” operation Student Assessment "add" operation
AzEIP	Initial IEP “change” operation
Overall Assessment Result Code	Student Assessment “change” operation
Birth Date	Student Personal Information "change" operation
Capture Date	not applicable: cannot be changed (used in the Student Personal Information transaction)
Community College Entity ID	Community College Classes "delete" operation to erase existing data, then Community College Classes "add" operation to add new data
Community College Entry Date	Community College Classes "delete" operation to erase existing data, then Community College Classes "add" operation to add new data
Community College Exit Date	Community College Classes "change" operation
Community College Classes	Community College Classes "change" operation
Concurrent School Entity ID	cannot be changed: information not stored on SAIS
Concurrent School Student ID	cannot be changed: information not stored on SAIS
Country of Birth Code	Student Personal Information "change" operation
Enrollment Activity Code	Student Membership Change "change" operation
Entity ID	Reverse existing data **all transactions** submitted (all transactions are eligible) "delete" operation to erase existing data, Then resubmit **all transactions** with the correct Entity ID "add" operation to add new data
Ethnicity Code	Student Personal Information "change" operation
First Day of Membership	Student Enrollment "delete" operation to erase existing data, then Student Enrollment "add" operation to add new data
First Name on Legal Document	Student Personal Information "change" operation
Foreign Exchange Indicator	*This element has been removed from Membership (it has been changed to a code value for Tuition payer); if a value is submitted, it will be ignored by SAIS.*
FTE End Date	Student FTE "change" operation
FTE Start Date	Student FTE "delete" operation to erase existing data, then Student FTE "add" operation to add new data
Funded District of Residence	*This element is the DOR associated with a membership. Do not confuse this element with the DOR associated with a Special Education service.* To add a new DOR: Student District of Residence Transfer "add" operation To fix an incorrect DOR: Student District of Residence Transfer "delete" operation to erase existing data, then Student District of Residence Transfer "add" operation to add new data
Funded District of Residence End Date	Student District of Residence Transfer "change" operation

element	*transaction to change*
Funded District of Residence Start Date	Student District of Residence Transfer "delete" operation to erase existing data, then Student District of Residence Transfer "add" operation to add new data
Funded SPED Service DOR	SPED Participation transaction “change” operation. (This field is not to be confused with the District of Residence associated with a student membership.)
Gender Code	Student Personal Information "change" operation
Grade Exit Code	Student Grade Transfer "change" operation
Grade Exit Date	Student Grade Transfer "change" operation
Grade Level Code	To add a new grade: Student Grade Transfer "change" operation To fix an incorrect grade: Student Grade Transfer "delete" operation to erase existing data, then Student Grade Transfer "add" operation to add new data
Group Name	Student Test Labels “change” operation
Home Language Code	Student Personal Information "change" operation
Initial IEP Date	Initial IEP “change” operation
Language Participation Status	Language Program Participation "change" operation
Large Print	Student Test Labels “change” operation
Last Name on Legal Document	Student Personal Information "change" operation
Last Name Student Goes By	Student Personal Information "change" operation
Membership Type	Student Membership Change "change" operation
Middle Name on Legal Document	Student Personal Information "change" operation
Name Extension on Legal Document	Student Personal Information "change" operation
Need Code	1. Student Need "delete" operation to erase existing data, then "add" operation to add new data 2. SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data 3. Support Program Participation "delete" operation to erase existing data, then "add" operation to add new data
Need Entry Date	1. Student Need "delete" operation to erase existing data, then "add" operation to add new data 2. SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
Need Exit Date	Student Need "change" operation. *This is valid for homebound needs only.*
Nickname Student Goes By	Student Personal Information "change" operation
Normal Graduation Year	Student Personal Information "change" operation
Operation Code	not applicable: cannot be changed
Previous School Entity ID	not applicable: cannot be changed
Previous School Student ID	not applicable: cannot be changed
Previous State Code	*Previous State Code is required only for an "add" operation for a transferring student, and only when Previous School Entity ID is blank. If this is not a US state, it may contain the code ZZ (the value for "not US"), or it may remain blank. The Previous State Code cannot be changed once the student’s personal information is added to SAIS.*
Program Code	1. Language Program Participation "delete" operation to erase existing data, then "add" operation to add new data 2. Support Program Participation "delete" operation to erase existing data, then "add" operation to add new data
Program Entry Date	1. Language Program Participation "delete" operation to erase existing data, then "add" operation to add new data 2. Support Program Participation "delete" operation to erase existing data, then "add" operation to add new data
Program Exit Date	Language Program Participation "change" operation

element	*transaction to change*
Program Exit Reason Code	Language Program Participation "change" operation
Proposed Service Initiation Date	Initial IEP “change” operation
Readmission Activity Code	Student Membership Change "change" operation
Readmission Date	See First Day of Membership
Register ID	Student Grade Transfer "change" operation
Responsible Party's First Name on Legal Document	Student Personal Information "change" operation
Responsible Party's Last Name on Legal Document	Student Personal Information "change" operation
School Membership Share	*this element is removed from SAIS as of FY2005; if a value is submitted, it will be ignored by SAIS*
School Student ID	Student Membership Change "change" operation
Special Enrollment Code	Student Payer Factors "change" operation
Special Enrollment End Date	Student Payer Factors "change" operation
Special Enrollment Start Date	Student Payer Factors "change" operation
SPED Exit Reason Code	SPED Service Participation "change" operation
SPED Grade	Correcting a SPED Grade SAIS: Grade change NOT involving PS: SPED Service Participation "change" operation Grade change involving PS: 1. SPED Service Participation "delete" operation for the old grade 2. SPED Service Participation "add" operation for the new grade Mid-year SPED Grade transfer (all grades): 1. SPED Service Participation "change" operation to exit the service on the last day in the old grade, and 2. SPED Service Participation "add" operation to add the service starting with the new grade.
SPED Neighborhood School Indicator	For a correction: SPED Service DOR Transfer "change" operation For a mid-service SPED DOR change SPED Service DOR Transfer "add" operation
SPED Service Code	SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
SPED Service DOR	*the correct name of this element is "Funded SPED Service DOR"*
SPED Service DOR Entry Date	SPED Service DOR Transfer “change” operation
SPED Service DOR Exit Date	SPED Service DOR Transfer “change” operation
SPED Service Entry Date	SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
SPED Service Exit Date	SPED Service Participation "change" operation
State of Birth Code	Student Personal Information "change" operation
Student ID	Student Enrollment "delete" operation to erase existing data, then Student Enrollment "add" operation to add new data. ***WARNING: This will delete all information associated with this student's memberships. A delete operation should be done with extreme caution.***
Student Language Status Code	Language Program Participation "change" operation
Student Membership FTE	Student FTE "change" operation
Summer Withdrawal Activity Code	Student Summer Withdrawal Activity "change" operation
Summer Withdrawal Date	Student Summer Withdrawal "delete" operation to erase existing data, then Student Summer Withdrawal "add" operation to add new data

element	*transaction to change*
Track Number	If it's for a Special Education service, SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data. If it's for a language program, Language Program Participation "delete" operation to erase existing data, then "add" operation to add new data.
Transaction ID	not applicable: cannot be changed
Tribal Name	Student Personal Information "change" operation
Tuition Payer Code	Student Payer Factors "change" operation
Tuition Payer End Date	Student Payer Factors "change" operation
Tuition Payer Start Date	Student Payer Factors "change" operation
Vendor Defined Field	not applicable: not stored in SAIS, so cannot be changed
Withdrawal Activity Code	Student Withdrawal "change" operation
Withdrawal Date	Student Withdrawal "delete" operation to erase existing data, then Student Withdrawal "add" operation to add new data
Withdrawal Reason Code	Student Withdrawal "change" operation
Year End Status	Student Year End Status "change" operation

Issues